

HONOLULU COMMUNITY COLLEGE
 EDUCATIONAL MEDIA CENTER-PRINT SHOP
PRINTING & DUPLICATION REQUEST FORM

Evening Class Exam. Please have this Exam at Library for evening pick up.

REQUESTOR (Print last name)	DEPARTMENT	DIVISION NUMBER	PHONE EXT.	OFFICE USE
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PRELIMINARY FORM SUBJECT TO CHANGE. TOP PORTION IS TO BE DETACHED BY PRINT SHOP. BOTTOM PORTION IS PRINT SHOP RECORD.

BILL TO	ACCOUNT NUMBER
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1 REQUESTOR (Print last name)	DEPARTMENT	DIVISION NUMBER	PHONE EXT.	OFFICE USE
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TURNAROUND TIME - 5 WORK DAYS M-F (3) days for Exams & Quizzes (5) days for Exam during Midterm & Final Periods (1+) or more weeks for large quantity or special binding	2a REQUEST DATE ___/___/___	2b DATE NEEDED ___/___/___ (ALLOW 5 DAYS)
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3a EXAM or QUIZ (Check Here) **YES**

3b TITLE: _____

4a COPYRIGHT MATERIAL Copyright clearance attached.
 "I am aware of the Copyright Laws and will be responsible for having necessary clearances. I will take full responsibilities of any violations that may occur."

4b SIGNATURE _____

<p>5a PRINTING INSTRUCTIONS</p> <p>_____ PAGE(S)</p> <p>_____ COPIES</p>	<p>5b FORMAT OF COPIES</p> <p><input type="checkbox"/> ONE (1) SIDED COPIES</p> <p><input type="checkbox"/> TWO (2) SIDED COPIES</p>	<p>5c FINISHING</p> <p><input type="checkbox"/> PAD</p> <p><input type="checkbox"/> CUT</p> <p><input type="checkbox"/> FOLD</p> <p><input type="checkbox"/> 3-HOLE PUNCH</p> <p><input type="checkbox"/> COLLATE ONLY</p> <p><input type="checkbox"/> COLLATE & STAPLE</p>
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NOTES: _____

PRINTING and DUPLICATING POLICIES

BILLING
 Department will be billed of charges applicable to cover printing costs: of paper stock; printer copy charge or press supplies; ink, printing plate, film processing chemicals; binding supplies and/or other materials needed to process print order.
No Charge duplicating services for instructional materials apply to handout, exams and quizzes with the understanding that copies are for student of the Honolulu Campus. Because supplies are limited, orders must be **restricted to: 8.5 x 11 white 20# bond paper with black ink.** Upon request 3-hole punch and/or stapling may be provided.

COPYRIGHT MATERIALS
 Requestor is responsible to obtaining necessary clearance and submit it with print order. Warning concerning copyright restrictions: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction of copyrighted material. This institution reserves the right to refuse to accept a copy order if in its judgement, fulfillment if the order would involve violation of copyright law. Fair Use guideline available at the Educational Media Center (EMC).

SELF-SERVE COPIERS
 Provided by the EMC to give staff, faculty, evening and weekend programs easier access to copier for emergencies at limited amounts. Copies are to be for instruction and professional use. See EMC for locations.

EXAMS OR QUIZ
 Exams and Quizzes are special handled and locked under EMC front desk counter until picked up. Use Exam cover sheet when submitting print order. Evening and weekend class exams may be arranged for pick up at the library. Check box at top of this form.

DROP OFF LOCATIONS
 1. **EMC FRONT DESK**--building 7 - 3rd floor
 Monday thru Thursday 8am - 4:30pm & Friday 8am - 4pm
 2. **Administration Mailroom bldg. 6**
 duplication **drop off box** in mailroom (EMC will pick up)

PICK UP LOCATION
EMC FRONT DESK--building 7, 3rd floor (lobby area)
 EXAMS and Quizzes: Please **Sign Out as received** at EMC Front Desk. ALL COMPLETED PRINT ORDERS WILL BE DISTRIBUTED AT EMC. ALLOW 5 DAYS OR NECESSARY TIME AND PRINT ORDER WILL BE READY FOR PICK UP. EMC DOES NOT CALL WHEN READY.

COPYREADY
 Originals submitted for duplication are recommended that originals be: black ink on white paper; margins no less 3/8 inch; pages numbered in order; originals not marked over with highlighter marker pens; not cut & pasted or taped together; loose and not stapled together.