

## SILLC COPY POLICY

Due to increasing expenses and continuous copy machine issues, SILLC has begun moving towards electronic distribution of student materials and outsourcing of large print/copy jobs. **Any printing or copying jobs that use more than 100 pieces of paper are considered to be a large print/copy job.** SILLC Department/Program copy machines should no longer be used for large print/copy jobs such as – but not limited to – course syllabi, student handouts, course exams, and manuscript copies. **Faculty and GA's may continue to use the Department/Program copy machines for print/copy jobs that do not fit the criteria of a large print/copy job.**

The preferred method of distribution for all student materials, with the exception of exams is electronic distribution through D2L. Information on distribution using this method can be found in this handout.

### **HARD COPY DISTRIBUTION for exams, syllabi, handouts, and other**

There are several options if hard copies are preferred:

- **Outsourcing to copy center on campus (Fast Copy)**

Fast Copy (621-5306), located in the Student Union, provides general copy center services and specializes in producing high-quality course packets for instructors and their students. Students can then purchase these Class Notes packets in the Bookstore. ***Class Notes are digitally archived for easy re-ordering for future semesters.*** Fast Copy will also obtain permission to reproduce copyrighted material, if necessary.

- **LSB Copy Center**

Materials will be printed/copied using the high-capacity machine located on the 1<sup>st</sup> floor of the Learning Services Building.

Exception: If there is a concern over the sensitive nature of the materials to be printed or copied, Faculty and GAs may complete their own jobs using the high-capacity machine. If it is not AFTER-HOURS, a SILLC Secretary or the SILLC Administrative Assistant must be contacted to arrange a time so as to not conflict with other copying/printing needs running through the LSB Copy Center.

### **\*\*PLEASE NOTE\*\***

***All requests that are processed through the SILLC Secretary or Administrative Assistant MUST be accompanied by a LSB Copy Center Request which can be found on the SILLC website at <http://www.humanities.arizona.edu/sillic/resources> regardless of whether the copies will be outsourced or completed in-house at the LSB Copy Center.***

***For all hard copy distribution and exams, you must plan ahead and expect that the process will take 48 hours between receipt of the materials by the Receptionist and delivery of the finished copies.***

### **ELECTRONIC DISTRIBUTION**

For syllabi and other student handouts, the preferred method of distribution is D2L.

**D2L (<http://d2l.arizona.edu/>)** is a course management system, which allows for the creation of a course website. This website allows students access to syllabi, readings, multi-media files, electronic drop boxes, classroom materials/notes, online quizzes, and more.

*D2L Training and Technical Assistance:*

D2L offers training sessions for faculty and staff in groups or for individuals. To schedule, email [d2l@email.arizona.edu](mailto:d2l@email.arizona.edu) or call 626-6804. Open labs are also offered in ILC, Room 103, to assist instructors. Additional support is also offered through the SILLC Business Center (SBC). Please email the Business Manager for further information. Additionally, more training and information can be found online at:

[http://help.d2l.arizona.edu/instructors/help\\_guide](http://help.d2l.arizona.edu/instructors/help_guide) (D2L Tools Guide)

[http://help.d2l.arizona.edu/instructors/how\\_to\\_center](http://help.d2l.arizona.edu/instructors/how_to_center) (D2L How-To Guides)