



Grand Valley State University Procedures Manual

Section: Business and Finance

Section Number: 320

Subject: Copy Services

Date: June 2006

<u>Services</u>	<u>Staff</u>	<u>Phone number</u>
Copy Centers: 073 KC, Allendale Campus 136C DEV, Pew G.R. Campus 159 CHS, Pew G.R. Campus	Jerrold Nickels, Manager	616-331-2450
Convenience Copiers	Copy Center-Allendale Marilyn VanderWilp Jay Zink	616-331-3407
Web Site : http://copycenter.gvsu.edu	DeVos Copy Center Doug Wentworth, Associate Manager Carol Talsma (CHS) Leah Thomas (DEV)	616-331-6645 616-331-7323 616-331-6463
	University Campus Printing Resource The Printery	616-331-3182

Mission

The mission of **GVSU Copy Services** is to support the educational objectives of Grand Valley State University through high-quality image duplication services.

New Billing Policy

Effective July 1, 2006, Copy Services will no longer charge general fund FOAPs for copies made on convenience copiers or at the copy centers. The funding to pay for copies will be aggregated into a budget for payment of machines, paper and labor. Departmental base budgets will be reduced in 2006-07 calculating an average for the past three years less a discount for projected savings. Non general fund FOAP's will continue to be charged for copies. If you have questions or concerns, please contact Jerrod Nickels at 616-331-2450.

Copy Center On-line Submission (available at <http://copycenter.gvsu.edu>)

Electronic job ticketing and on-line submission are now available at the copy center website. Campus customers are encouraged to use the on-line job ticketing (rather than the multi-part NCR copy forms.) On the web site, copy jobs can be uploaded and proofed using Adobe Acrobat. If preferred, hard copies can be forwarded to the Copy Center at either location with the on-line copy center job ticket attached. New users can register for this service on-line. For technical assistance, contact Jay Zink at 616-331-2607.

Copy Centers

There are currently three high-volume copy centers serving the campus community. These are located at 073 Kirkhof Center on the Allendale Campus and in 136C DeVos and 159 Cook DeVos on the Grand Rapids Pew Campus.

Production Capabilities

- Copying of standard sheet sized pages: syllabi, exams, fliers, etc.
- High volume and specialized projects, including course packs, manuals, newsletters, booklets, etc.
- Reduction and enlargement of originals.
- Finishing: including collating, stapling, hole-punching, spiral binding etc.
- Full Color Copying.
- A variety of text and cover stocks in assorted colors are available.

PLEASE NOTE: Departments will have discretion and responsibility for determining who picks up jobs marked “confidential.”

The Printery

The Printery is the University’s campus printing resource. Their capabilities include the preparation and printing of books, manuals, guides, directories; single- and multi-part forms, envelope imprints; certificates, posters, postcards, invitations, newsletters, brochures, door hangers, tickets, flyers, and other printed items.

The Printery
79 Clover Avenue
Holland, MI 49423

Sales Representative: Don Zysk
Campus phone: 616-331-3182
Plant phone: 616-396-4655
Cell: 616-836-1169

Convenience Copiers

More than 120 convenience copiers are provided to support the academic endeavors of our students, faculty and staff.

Copier Maintenance

At all Grand Valley State campuses, copiers are supplied and maintained daily. **If you notice that a copier needs service, please call WS Reed directly at 616-784-4930.** Please be prepared to identify the model number and location for service

Campus Copy Cards

Effective July 1, 2005, card readers on departmental copy machines have been eliminated.

Faculty requiring copy cards for library use can obtain one through the Allendale Copy Center located at 073 Kirkhof Center. Please send an e-mail requesting a limited credit copy card from Marilyn Vanderwilp at vanderwm@gvsu.edu.