Photocopying and Printing in the Departmental Office

The default setting on faculty computers should be set to print in greyscale. Color copies are welcome, but should not be automatic. We ask that faculty only make color copies when necessary. A webpage printout with a color title bar, for example, counts as a color copy. Color copies cost 9 times as much as black and white.

Each faculty computer will be given a code that will enable us to keep track of the number of print-outs made from that machine. This will help us keep an accurate count to compare with the Xeroxing company's charges.

Faculty should not share their department copy codes with Research Assistants. Research Assistants should copy materials in the Library. We hope to control the number of people using the Department machine and the purposes for which it is used.

For College-level syllabi and reading list copies, please fill out the reimbursement form beside the copier. The College will reimburse the Department for these copies. Course Assistants should also follow this procedure. Other College level course copies can be made through the Humanities Copy Center in the basement of Walker Museum, 1115 E 58th Street or on the Department machine.