

# COPY CENTER FAQs

## Which services are provided?

The SU Copy Center offers full color and black and white copies, copies on colored paper, and single and duplex photocopying of documents up to 11" x 17". Printed brochures, letters for mailing, labels, booklets, programs, in-house lab packets and scan-to-pdf can be ordered. Finishing services such as laminating, cutting, comb-binding, stapling, wafer seals for mailing, folding and three-hole punching of documents are also available.

## Cost of services?

Our prices are competitive, with the added bonus of our services being conveniently located on Salisbury University's campus. For specific costs, please contact Copy Center at [copycenter@salisbury.edu](mailto:copycenter@salisbury.edu) or ext. 36180.

## How long does printing take?

Several factors, including the complexity of the job, determine speed. Allow a minimum of five days for more complex jobs and three days for copies of documents. Rush orders will be expedited as possible.

## How do I send a job to the Copy Center?

Electronic files (PDF) are preferred, Word documents are also acceptable. Files may be e-mailed to [CopyCenter@salisbury.edu](mailto:CopyCenter@salisbury.edu) and should include quantity, type, color and size of paper, color of ink, hole punching, stapling, folding or binding. A scan of the work order can be sent along with the e-mail or sent via campus mail.

## Is a sample of my job helpful?

A sample will ensure accuracy, especially with specific logos, fonts and colors.

## Why do the printed colors look different from the colors I see on my screen?

In short, printers and monitors produce colors in different ways. Monitors use the RGB (red, green, blue) color model, which usually supports a wider spectrum of colors. Printers use the CMYK (cyan, magenta, yellow, black) color model, which can reproduce most — but not all — of the colors in the RGB color model. Depending on the equipment used, CMYK generally matches 85–90 percent of the colors in the RGB model.

## How is my SU logo or mascot image approved for use in my documents?

If you would like to include the SU logo or an image of Sammy the Sea Gull, an approved logo/mascot image can be e-mailed to insert into your document. A selection of approved logos/mascot images is available through SU's Publications Office and online at: [www.salisbury.edu/newsevents/pr\\_pub\\_guidelines.html](http://www.salisbury.edu/newsevents/pr_pub_guidelines.html)

## Does the Copy Center design documents?

The Copy Center is part of the Publications Office, where all of SU's document design is done. The Publications Office can readily assist with your design.

## Will my document fit University style and branding guidelines?

The Publications Office can ensure that all documents will best represent SU and your department, as well as effectively reach the targeted audience.

## On what kinds of paper can documents be printed?

Regular weight, "state" paper is available in white in the following sizes: 8.5" x 11" (letter), 8.5" x 14" (legal) and 11" x 17". Blue, goldenrod, green, pink and yellow, in letter size, are also stocked. Other sizes are available by special order. Cost of the state paper is included in the copy charge. Special papers, including (but not limited to) Bright White 24# text, Bright White 28# text, Parchment, and Cover stock, from 8 1/2" x 11 to 12" x 18", are available for additional fees.

## Can posters be printed?

Yes, posters in black and white, and color both 11" x 17" and 12" x 18" can be printed. Other sizes and designs can be discussed with our Publications Office.

## Which bindings are offered?

Comb-binding, saddle-stitch and regular stapled binding, all of which are limited by the number of pages in your document. Documents may also be three-hole punched.

## How can I be sure the job is secure?

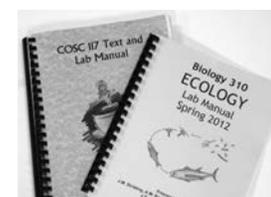
The Copy Center provides a secure drop off and pick up of jobs such as exams with lock boxes located in the hallway outside of room 074. Combinations are needed to access these boxes. If the job is too large for the box, contact Copy Center staff to arrange for secure drop off and pick up.

## What about copyright laws?

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Salisbury University reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. Refer to the Blackwell Library Web site concerning copyright.

For additional information, please stop by  
or contact the Copy Center!  
[copycenter@salisbury.edu](mailto:copycenter@salisbury.edu)  
410-543-6180 (ext. 36180)

# Salisbury University Copy Center



Salisbury  
UNIVERSITY

*For Your Printing Needs*

# Salisbury University Copy Center

The Salisbury University Copy Center provides timely, effective and cost-efficient printing, copying and finishing to the University Community.

The Copy Center is located in the basement of Holloway Hall (the side under Student Health Services) in rooms 054 and 074. Contact us at 410-543-6180 or [copycenter@salisbury.edu](mailto:copycenter@salisbury.edu) if you have any questions. Friendly and skilled staff members are ready to help during the hours of 8 a.m.-5 p.m., Monday through Friday.

While most University offices have their own basic copy machines, the Copy Center offers a higher level of services.

High-speed digital machines produce one-sided and two-sided copies (in both black and white and color), booklets and lab manuals, in a variety of binding options.

## ***What are the benefits of using the Copy Center?***

- Knowledgeable staff helps you complete your project in a cost-effective way.
- No job is too small or too large – with proper planning, we can find a suitable solution for your needs.
- You are not limited to one type of paper or paper size.
- Quick turnaround time.



## ***Working with the Copy Center is easy –***

1. IT ALL STARTS WITH A WORK ORDER.
  - A work order should contain the following information:
  - Realistic due date: If it is a rush, we'll do our best to meet your deadline. If it is not, we'd like to know when it is really due so we can manage our workload. Please do not say "ASAP" – use a specific date/time instead. The faster we have your document, the faster it is put into the Copy Center queue.
  - Description of the job (e.g. 8-page black and white brochure for upcoming conference)
  - Sample or mock-up of the job if available.
  - Quantity (e.g. 100 copies, double-sided, black and white)
  - Paper: A variety of paper types and sizes is available (20# paper in assorted colors, white and colored cardstock, 24# and 28# bright white text, parchment text and cover). Specialty papers can also be ordered, but require more lead time (approximately 3-5 business days).
  - Binding
  - Folding
  - Delivery instructions: Pick up or delivery – if delivery, where and to whom it should specifically go?
2. SEND OR DELIVER FILES/DOCUMENTS TO THE COPY CENTER.
  - Please spell check and fact check all documents before sending.
  - Jobs may be e-mailed (along with a scan of work order) to [copycenter@salisbury.edu](mailto:copycenter@salisbury.edu). Digital files in PDF format (print ready) or a Word document are preferred.
  - The work order, file, master and sample may be hand delivered directly to the "Incoming Jobs" basket in the Copy Center.
  - Contact us to see if there is a runner available to pick up the job and save a trip.

## 3. APPROVE A PROOF OF YOUR JOB.

- A proof copy of the job will be provided along with a "Here Is Your Proof" form. The final job can not be printed without approval. Once the proof is approved, return the completed form. In times of rush, a written waiver may be e-mailed to the Copy Center; the author then assumes responsibility for accuracy and correctness of the printed job.

## 4. ARRANGE FOR DELIVERY OF THE COMPLETED JOB.

- Notification of the completed job will be sent by phone or e-mail. Jobs for pick up will be found on the shelves located to the left side of the entrance inside the Copy Center (room 054 along the ramp).

***For additional information, please stop by or contact the Copy Center!***

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