

# Copy Center

The Copy Center strives to provide quality, prompt copying and binding services to all campus offices, departments and University-associated organizations.

The Copy Center is equipped with high-speed Canon copiers, which can receive jobs electronically, as well as machines that fold, shrinkwrap, laminate, bind and cut.

## Copy Center Procedures ›

- Complete an online workorder via the Publications Support Center ([pubrequest.salisbury.edu](http://pubrequest.salisbury.edu)) with a detailed description of the job (e.g., inside pages printed back-to-back on white paper, collated, stapled and folded). If the job is complicated, you may supply a mockup or “dummy” to the Copy Center.
- When completing your online workorder, upload your document electronically: PDF is preferred, but Word also is acceptable.
- If requested via the Publications Support Center, a proof copy can be prepared for you prior to printing along with a “Here Is Your Proof” form. This form releases Copy Center from the cost of reprinting a job. Return the form with your proof.
- All jobs directed to off-campus publics will be forwarded to the Publications Office for approval and editing prior to printing. There is no extra charge for the proofing service. This step should be considered when scheduling your project.

## Color Copier Procedures ›

The Publications Office and the Copy Center provide color copying services to all faculty, staff and student organizations on campus. This service includes color copying of graphs, charts, photos (from prints and slides), art work, etc. Some copying jobs may require filling out the Federal Copyright Act form (i.e., books and magazines).

Place your request via the Publications Support Center ([pubrequest.salisbury.edu](http://pubrequest.salisbury.edu)). Upload your document in one of the following formats: Illustrator, Photoshop, Print-ready PDF, PowerPoint, Excel or Word, and must include fonts (screen fonts and printer fonts), original files and EPS or .tif files, etc. Images can be enlarged or reduced from 50-400 percent of original size. The service is on first-come, first-serve basis.

Our prices are competitive, with the added bonus of our services being conveniently located on Salisbury University’s campus. For specific costs, please contact the Copy Center.

## In-House (Bookstore) Publications/Copyright Policy ›

Copy Center offers printing, binding and packaging of in-house publications to be sold in the University Bookstore. Information about copyright permissions is available at: [salisbury.edu/libraries/services/policies/copyright.aspx](http://salisbury.edu/libraries/services/policies/copyright.aspx)

## Copy Center Contact Information ›

We’re only a phone call and a few steps away.

**Holloway Hall Basement, Rooms 074 and 054**

**410-543-6180**

- Jamie Redditt - Copy Center Supervisor
- Kate Lynch - High-Speed Copier Operator II

