

## PHOTOCOPYING: Procedures for producing more than 500 pages

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- If you need copies in excess of 500 pages, you must submit your copy jobs to the department office. We will submit your job(s) to the UC Print Shop.
  - The department photocopy machines are *not* equipped to handle large amounts of copying.
  - Using the UC Print Shop is *much more cost effective* to the Psychology Department than having copies made by outside vendors.

***Furthermore, unless your materials are covered by a grant or fund, the department will not reimburse the cost of photocopies of department-related materials made by outside vendors.***

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There are two ways to submit your copy job(s).

### 1. Original Document

Bring your original document to the Project Assistant, Tiana Alnas-Benson, in the department office. Fill out a **Copy Request Form** at Tiana's desk.

Please include the following for:

#### Class copies

- Professor's name
- Course number

#### Lab copies

- P.I. name
- Research grant, project name, or fund number

Please submit your copy request no later than 2 days before you need the copies.  
A minimum 48 hour notice is required to facilitate timely completion of your work.

### 2. Electronic Submission

Save each document in a **PDF file**.

E-mail each pdf as an attachment to Tiana at: [ktiana\\_ab@berkeley.edu](mailto:ktiana_ab@berkeley.edu).

Please send the request no later than 2 full days before you need the copies.

You will need to provide the same information that is on the Copy Request Form in your e-mail:

- Your contact information
- Class/Lab/Office information (same as above)
- Total of original pages
- The date and time you need your copies
- Total number of copies or total sets you need
- Any other instructions including single or double sided, collated, stapled, collated ABCABC (i.e., interwoven versions of an exam).

You will receive an e-mail confirmation on receipt of your request and will also be contacted if there are any questions.

You will be notified by e-mail when your copies are delivered to the office.  
All exams are held securely in Frances Katsuura's office.