

Physical Operations Policy 905

Use of Copy Machines

Effective Date: August 18, 2015

Supersedes Date: June 12, 2008

Review Date: May 2028

Policy: Copy machines in the mail rooms on floors 1 and 3 are for CSD business and to be used by authorized personnel only. Funds may be placed on a University of Memphis ID to make personal copies on the copier located on floor 2 on the CSD side of the building.

Procedure:

- I. Each CSD faculty and staff member is assigned a personal four-digit copy code. Copies on this code are intended to support academic and clinical education.
- II. Individuals making copies related to research, grant, or NSSLHA/SAA activities will be assigned an additional code to ensure that the appropriate account(s) are billed.
- III. CSD Graduate Assistants (GA) are allowed to make copies on CSD School copiers as part of their work assignment. GAs will obtain codes from authorized faculty and staff. Students are prohibited from making personal copies on CSD School or MSHC Clinic copiers without faculty permission.
- IV. Students, faculty, and staff may place funds on their University of Memphis ID which will allow them to make copies for personal use on the machine in the student mailroom on the second floor. Materials may also be scanned and emailed on this machine for free.
- V. Individuals are required to be aware of and follow all copyright laws and regulations.