OFFICE SUPPORT SERVICES

DUPLICATING/PRINTING SERVICES

Phone: (619) 482-6405 Fax: (619) 482-6413 Email: oss@swccd.edu

Office Hours: Monday – Friday ~ 7:30 a.m. – 4:15 p.m.

Faculty and staff members who need duplicating/printing of materials or finishing work (e.g. collate, staple, punch, padding, folding, comb or coil binding, lamination, perforation, scoring, etc.) may submit work directly to Office Support Services in Room 101 or via e-mail see e-mail submission below (some restrictions apply). With a few exceptions* this service is complimentary. We can produce many types of documents in black and white or color, such as exams/quizzes, classroom handouts, handbooks, curriculum modules, posters, flyers, forms, envelope imprinting, business cards, newsletters, and signs to name a few.

SUBMITTING MATERIALS

- An ***Office Support Services Duplicating/Printing Request Form*** needs to be submitted along with your material.
- Faculty may submit requests on their signature alone up to a single order of 1,200 copies (white and colored paper available). Requests in excess of 1,200 (or as determined by Office Support Services Staff) need the signature of the School Dean or Dean's designee.
- Any specific instructions regarding the material should be written in the designated area on the ***Office Support Services Duplicating/Printing Request Form*.** If there are any questions regarding material submitted, an OSS staff member will try to contact you so please include a contact number.

E-MAIL SUBMISSION

- The Duplicating/Printing Request form is available online at www.swccd.edu/oss and must be submitted via e-mail to oss@swccd.edu **with your attached pdf (preferred) or word document.**.

LEAD TIME

Refer to the the Office Support Services Duplicating/Printing form Lead time at www.swccd.edu/oss

- However for larger projects due dates need to be coordinated with OSS staff to make sure we can accommodate your deadline requirements.

FACULTY PRIORITY PRINTING

- Duplicating requests may be processed utilizing our Faculty Priority Printing option. *Use the Faculty Priority Printing OPTION.* Your duplicating materials will be ready for pick up IN 3 DAYS, if you need delivery IN 4 DAYS from the time of submission to OSS. Copy criteria for Faculty priory printing consideration is as follows:
  1) Documents must be print ready.
  2) 1,200 total copies *{number of original printed pages x number of copies = 1,200* ***total*** *copies MAXIMUM}.*
  3) *White paper only*
  4) Staple and Punch (optional).
  5) Copied documents will be held in OSS for pick up ready in 3 days, delivery allow 4 days..

SELF-SERVICE COPIERS

- Self-Service copiers are available for staff use to duplicate classroom materials and official College business materials only.
- Copiers are available on a first come/first serve basis.
- Please observe the time limits (300 copies) posted above the machines.
- District offices are limited to 300 copies;

Otherwise copies should be planned and submitted to OSS on a duplicating request form.

Location	Contact Person	Monday–Thursday	Friday
Room L113A	P. Caldwell - x5299	7:00 a.m.–9:00 p.m.	7:00 a.m.–3:00 p.m.
*Room 429A	P. Caldwell - x5299	7:00 a.m.–6:30 p.m.	7:00 a.m.–2:30 p.m.
*Room 653	P. Caldwell - x5299	7:00 a.m.–6:30 p.m.	7:00 a.m.–2:30 p.m.
Room 102	Office Support Services – X6405	7:30 a.m.–4:00 p.m.	7:30 a.m.–4:00 p.m.

Your School or Office will provide you with a log-in code to operate the self-service copiers.
Hours are subject to change. Hours of operation are posted at each location.
*SUMMMER HOURS ARE LIMITED AND POSTED, *ROOMS CLOSED DURING SUMMER*

Important Notice: No personal copies, copying of books, copies of materials for other Districts, or taking paper supplies are allowed.

SPECIAL STOCK (PAPER)

- A wide array of paper choices (color, weight, size and texture) is available at a nominal charge.
- Requests for Specialty Paper (paper not covered in the stock catalog) require a budget number for billing and your Dean/Director's signature *before processing*.

BOOKS, WORKBOOKS, ETC.

- Any material considered a book, workbook, etc., will be referred to the appropriate School Dean.
- The Dean will refer the materials to the Campus Bookstore for determining the best method of production.
- The finished product will be priced to be sold to the students.

PROJECTS, GRANTS OR CLUBS

- Requests supporting projects, grants or clubs *require a budget number* and *your Dean/Advisor's signature before processing*.
- OSS Staff will determine the most efficient and cost-saving method to complete the request.

**Projects, Grants or Clubs do not qualify for complimentary services.*

COLOR SERVICES

- Color copies are available at 6 cents per page (a page is considered as one side of paper).

OTHER SERVICES

- Assistance obtaining copyright approval from publishers.
- File conversion.
- Scanning and document clean up.
- Finishing work (binding, cutting, punching/drilling, perforating, folding, scoring, laminating, and shrink wrap rounding corners).
- Document shredding.
- Personalized notepads (there is a charge for this service).
- SWC Business cards (there is a charge for this service 250 cost $18.79, 500 cost $33.37).
- Complimentary scratch pads available in OSS at front counter.
- Document distribution to employee groups, offices, classrooms, etc. take 2 days for processing.

PERSONAL MATERIALS

- Photocopying of **Non-SWC** materials is not permitted.