CENTRAL SERVICES

DUPLICATING/PRINTING SERVICES

Phone: (619) 482-6405   Email: swccentralservices@swccd.edu

Room 1625   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 Central Services in Room 1625 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, programs, posters, flyers, postcards, brochures, business cards, newsletters, tickets and signs.

SUBMITTING MATERIALS AND LEAD TIME

- *A Central Services Duplicating/Printing Request Form* needs to be submitted along with your material. ***All Work received after 4:00 p.m. will be logged in the next working day.***
- Faculty may submit requests on their signature alone up to a single order of 1,200 copies (20 lb. bond paper available). Requests in excess of 1,200 (or as determined by Central Services Staff) need the approval of the School Dean.
- **All Staff requests require an Administrative Approval.**
- Any specific instructions regarding the material should be written in the designated area on the ***Central Services Duplicating/Printing Request Form.*** If there are any questions regarding material submitted, a CS staff member will contact you, so please include a contact number or e-mail.
- **Submission via email** of the Duplicating/Printing Request Form is encouraged and available online at www.swccd.edu/cs send to swccentralservices@swccd.edu **with your attached pdf (preferred) or word document**, *other excepted formats; jpeg files.*
- *Note: Duplicating/Printing Request Forms submitted using electronic format imply approval by the requestor's cognizant administrator. Central Services is not responsible for requests processed without this approval.*

	Lead Time					Approvals
	Duplicating, Collate & Staple < 1200 copies Stapling & Collating only	Duplicate only (No Finishing work)< 1200 total copies	Duplicate with Finishing Work* < 1200 copies	**+**/#Color Digital Printing only, < 1200 copies	**+**/#Color Digital Printing with Finishing work* < 1200 copies	Administrative approval required
Faculty	2 to 3 working days	3 working days	4 to 5 working days	3 to 4 working days	5 to 6 working days	Requests over 1200 copies
Staff	2 to 3 working days	3 working days	4 to 5 working days	3 to 4 working days	5 to 6 working days	All Requests

- **+**/#Large project due dates need to be coordinated with CS staff to make sure we can accommodate your deadline requirements.
- Please check appropriate lead time box on Duplicating/Printing Request Form.
- Weekends and Holidays are not considered working days.

+/# COLOR DIGITAL PRINTING SERVICES

- **+**/#**Color Digital Printing** copies are available at 6 cents per page (a page is considered as any side of paper). A budget number is required for all copies printed in color. For **+**/#**Color Digital Printing only** (less than 1,200 copies) **3** to **4** working days required. For **+**/#**Color Digital Printing with finishing work***(less than 1,200) **5** to **6** days required.

+ *Projects, Grants or Clubs do not qualify for complimentary services (budget number must be provided at time of submission).*
#*Budget number required at time of submission*
* *Indicates Finishing work*

+/#SPECIAL PAPER (STOCK)

- Requests for +/#Special Paper (other than – 20lb. bond) require a **budget number** and **Administrator's approval** before submission. +/#Special stock includes gloss, cardstock, matte, transparencies, 11" x 17" stocks, (basically any stock other than 20lb. bond).
- Xerox digital compatible *customer provided* paper welcome for duplication.

BOOKS, WORKBOOKS, ETC.

- Please contact the Campus Bookstore for copyright clearance, custom printing and reselling of instructor compiled books/workbooks.

+/#PROJECTS, GRANTS OR CLUBS

- Requests supporting projects, grants or clubs *require a budget number* and *your Administrator approval before processing*.
- CS staff will determine the most efficient and cost-saving method to complete the request.
  +*Projects, Grants or Clubs do not qualify for complimentary services.*

+/#FINISHING WORK*& OTHER SERVICES

- 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).
- File conversion.
- Scanning and document clean up, on request only.

SELF-SERVICE COPIERS

- Self-Service copiers are available for staff use to duplicate classroom materials and official College business materials.
- 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 150 copies – White paper only
- **Otherwise copies should be planned and submitted to Central Services on a duplicating request form.**
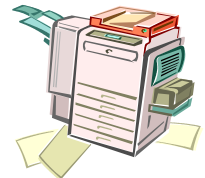
Your School or Office will provide you with a log-in code to operate the self-service copiers.
Hours are subject to change. Hours of operation are posted at each location.
*SUMMMER HOURS ARE LIMITED AND POSTED, *ROOMS CLOSED DURING SUMMER*

Self-service copiers are available at these locations: Rooms 102, L113, 429A*, and 653*. See posted times for operational use at each location.
For self-service copier training, contact ext. 5229 in room L113A.

DUPLICATING OF PERSONAL MATERIALS NOT PERMITTED

No personal copies, copying of books, copying of materials for other districts, and taking paper supplies are permitted.

+ *Projects, Grants or Clubs do not qualify for complimentary services (budget number must be provided at time of submission).*
#*Budget number required at time of submission*
* *Indicates Finishing work*