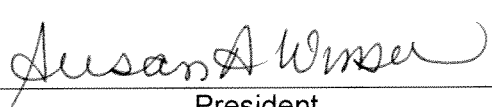
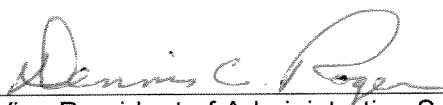


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	REPRODUCING PRINTED MATERIAL	Procedure Number:	2-2-106.1
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	2-2-106		

Approved:		
	President	Vice President of Administrative Services

Date Adopted:	07/01/2004
Date Revised:	02/11/2008

1. Copies for Departmental Use

Employees must use assigned departmental copier access codes to make work-related copies. Copier access codes are assigned by Procurement and Auxiliary Services. Monthly departmental charges for copier use are compiled and recorded by Financial Accounting and Analysis.

2. Copies for Personal Use

The Vice President of Administrative Services shall establish the charge for personal copies for faculty, staff, and students. There are coin-operated copiers located in the library and bookstore for personal use.

3. Copyright Restriction

No textbooks or copyrighted material or portion thereof can be copied for resale to avoid purchase of the original document.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2012		