

Tucson High School

Audio Visual Department

Xerox Room Rules and Policies

- . Xerox Room has a 48 hr turn around policy, better turn around if possible. (But do not plan on it, plan for the 48hrs)
 - . When submitting please make sure all staples have been removed from the papers.
 - . When filling out the copy request form please make sure all required boxes have been filled in (quantity, name, date turned in and date needed by, and your department). And make sure you specify single or double sided. If not demarcation is present I will side with caution.
- There will be a paper color chart in entry way and in large room please check when selecting paper color chooses, If it is not there I do not have it, if it is covered up or x out I am out of it.
- Emergency copies - I understand last minute does occur from time to time, however it is not a regular occurrence. If you have an emergency need for copies come see me face to face (this does mean Email can be sent, but please wait for a response from me), and we will do our best to get it done. DO NOT send a student with emergency request, Do Not place emergency requests in the request basket (if it is in the basket I am not responsible for it not getting done).
- I do my best to keep everyone informed as to what is going on in the copy room and any situations that might occur. So please read the emails when they come, cause some may not always seem important but you don't want to miss that super important one.
- Questions and comments are always welcome...

Teachers' Machine

Small machine (teachers' machine) is coded by department and then teachers in groups of four. DO NOT SHARE CODES. Your group is allowed X # of copies a month, once it is hit THERE WILL BE NO COPIES ON THAT MACHINE TELL NEW MONTH... No exceptions Teachers machine is meant to make master copies to be turned in to large room only. Machine will be code controlled; quantity controlled, and will be limited to 1 copy at a single keypunch.

Students ---

- I prefer that you the teacher droppers of the copy request, not students (including aids), if absolutely needed students can drop off request.
- . STUDENTS MAY NOT PICK UP COPIES that have been completed.
- . Students are not allowed to us the teachers machine. Do not give them your copy codes.

A/V equipment

We have a limited inventory.
However if you need a piece of equipment please emails me and let me know what you need, when and for how long you need it.
I will let you know if I have it and then will make arrangements for you to get it.

If you have any questions please feel free to email me...