Periodicals Department Policies

Copying
Copy machines and microform reader-printers available to patrons to facilitate printing and copying of articles for individual use. Copy machines are located next to the library's front door. Microform reader-printers are located near the microform cabinets outside library room120, the quiet study area. The burden of compliance with all 9-10-03 copyright laws is on the individual making the copies.

Copies cost 7 cents per copy on Sandollar or Vend-a-card, not per sheet of paper, thus double sided copies will cost 14 cents each. Microform copies cost 10 cents per page. Microform reader printers take coins and not Sandollar cards.

Student assistants are available during Periodicals Department business hours to assist patrons with the use of microform reader-printers.

A&M-CC faculty members and graduate students working for faculty members may charge the cost of microform copies to their academic departments (with approval from their departments) provided they have a current Sandollar ID.

A&M-CC faculty members and graduate students working for faculty members may charge the cost of copies made in the library to their departments by using the faculty/staff copier located on the first floor of the library. This copier requires the use of a code distributed by the academic department.

Refunds will be made for illegible copier copies by the circulation department with the approval (in the form of a refund slip) of a Periodicals Department staff member.

Refunds will be made for illegible microform reader-printer copies by the Library Administration Office with the approval (in the form of a refund form) of a Periodicals Department staff member. Free microform reader-printer copies may be provided in place of refunds. Periodicals staff will provide an override of the microform reader-printer coinbox in this case.

Refunds will not be made for copies made illegible through patron error.