

March 31, 2022

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To: Department of English faculty, lecturers, staff, graduate students

From: Management Team

Re: Guidelines for the Use of Main Copiers and Printers

As we begin the academic year, it is useful to remind everyone of the guidelines for the responsible use of the two department printers/copiers on the fourth floor.

1. No copying of personal materials unrelated to teaching and research.
2. No printing or copying of dissertations.
3. Exam lists and proposals, including prelim and dissertation proposals, should be submitted electronically to committee members and the GPC. Faculty may print such documents at their discretion.
4. Syllabi and classroom handouts, assignment sheets, etc. should be distributed electronically through d2l and not printed at department expense. First-day syllabi of six pages or less (double-sided) are recommended.
5. We cannot afford to make multiple copies of essays and articles for the students in our classes; such assigned readings should be distributed electronically on d2l.
6. The printing or copying of academic articles or book chapters for use in faculty or graduate student research is allowed, but with limits. Practice putting two pages on one page and always print double-sided.
7. Giving your copier code to another individual who is not authorized to use department equipment is a violation of the UWM Code of Conduct.