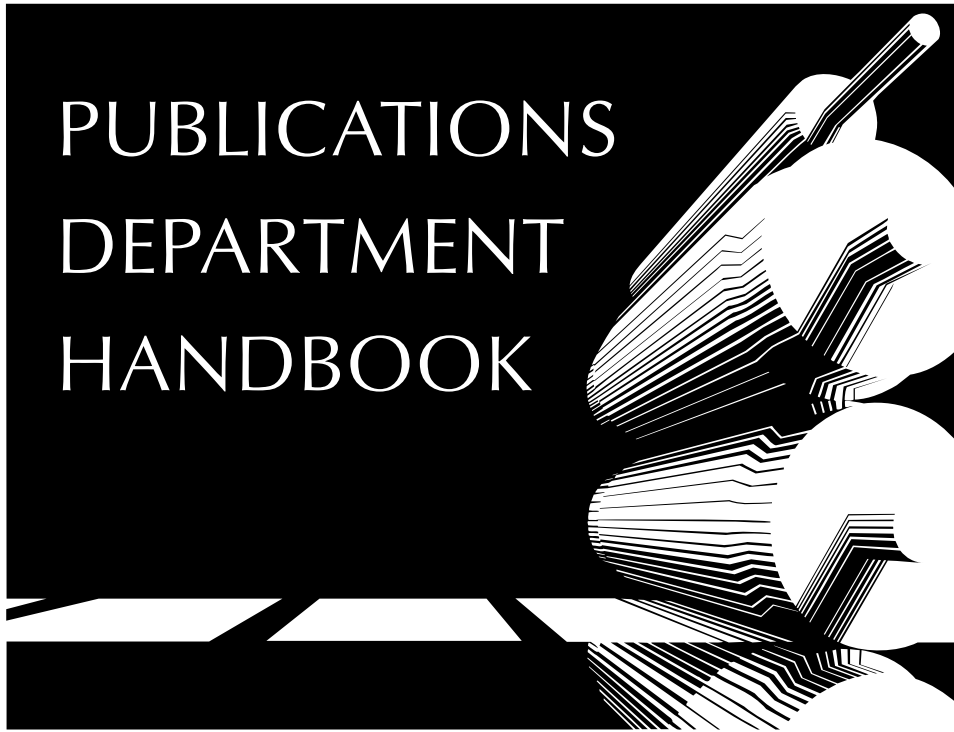


POWAY

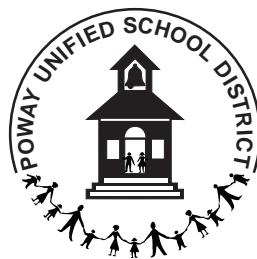
UNIFIED SCHOOL DISTRICT

PUBLICATIONS DEPARTMENT HANDBOOK



SCHOOL YEAR

2008 - 2009



Poway Unified School District
PUBLICATIONS DEPARTMENT

*We're your "in-house copy center" –
here to reproduce your jobs with the lowest cost possible,
and the shortest turnaround time possible.*

LOCATION

13626 Twin Peaks Road, Building K
(next to the Warehouse at the Administration Center)
Poway, CA 92064-3034
(858) 748-0010 ext. 2227

BUSINESS HOURS

Monday- Friday
7:30 a.m. - 5:00 p.m.

SUMMER HOURS

Monday- Friday
8:00 a.m. - 4:30 p.m.

STAFF

Your printing and graphics needs are expertly met by:

David Medico, Heather Hunter Perry, Diane Earle and Mike Shannon

They can be reached at ext. 2227
e-mail: pubs@powayusd.com
(*E-mailed documents produce better quality copies.*)

Diane Earle, Computer Graphics Technician, ext. 2231
Office Hours: 1:00p.m. - 5:00p.m.
e-mail: dearle@powayusd.com

FUNCTION

To duplicate all materials required for classroom instruction and instructional support groups within the Poway Unified School District.

REQUEST FORMS

1. Publications Requisition PD-1: Filled out when ordering copies to be duplicated from originals supplied by originator and charged to the school's instructional fund. This form is supplied in triplicate-the *pink copy is for the originator to keep upon submission*, the white and yellow copies should be paper clipped (not stapled) to the original(s) and sent to the Publications Department through District mail, or brought in personally.

2. Graphic Requisition PD-9: Filled out to obtain graphic services. Please submit a PD-9 with graphics requests. This form is supplied in triplicate-the *pink copy is for the originator to keep upon submission*, the white and yellow copies should be paper clipped (not stapled) to the original(s) and sent to Graphics through the District mail, or brought in personally. Please submit a PD-1 with your PD-9 if you are requesting your work be printed by Publications.

3. NCR Jobs: Please indicate the number of sets you require. Ex: 4-up = 4 sets on an 8.5 x 11 master. If you need 200 sets of 4.24" x 5.5" form please enter "200 sets". Pubs will figure number of copies of each original.

4. If not marked, Pubs will run your job like your masters.

5. If the billing codes or authorization initials are missing, your masters and Publications Requisition will be returned to you.

6. Please keep the pink copy of your Publications Requisition slip when turning your job in. You will need this copy in case you need to call Publications to discuss your job.

PUBLICATIONS REQUISITION
POWAY UNIFIED SCHOOL DISTRICT

NAME _____		CONTACT NO. _____	LOC. CODE _____	RETURN COPIES: <input type="checkbox"/> SHIP <input type="checkbox"/> PICK UP
DATE SUBMITTED _____		DATE REQUESTED (Not "asap") _____	NO. OF ORIGINALS _____	NO. COPIES EACH ORIGINAL _____
SUBJECT OF WORK (Title or Description) _____			FORM NUMBER (if applicable) NO. 3	

PAPER SIZE	PAPER TYPE & PRINT	BINDERY JOBS	OTHER
8 1/2 x 11	<input type="checkbox"/> CARDSTOCK <input type="checkbox"/> CONSTRUCTION <i>(color?)</i>	CUT <i>(size?)</i>	FOLD <i>(where?)</i>
8 1/2 x 14	PAPER <i>(color?)</i>	HOLE PUNCH <i>(where - how many?)</i>	COLOR INK <i>(color?)</i>
11 x 17	NCR PAPER <i>(number or parts?)</i>	PAD <i>(where - amt./pad?)</i>	THERMOGRAPHY
OTHER: 4	<input type="checkbox"/> ONE-SIDED <input type="checkbox"/> FRONT-TO-BACK <i>(pages must be numbered)</i>	STAPLE <i>(where?)</i>	GLITTER <i>(color?)</i>
APPROVED BY 5	COLLATE <i>(pages must be numbered)</i>	COMB BIND <i>(black or white?)</i>	COLOR COPIES

INSTRUCTIONS / DESCRIPTIONS?

FUND-SUB _____	RESOURCE-SUB _____	GOAL _____	FUNCTION _____	OBJECT-SUB _____
SCHOOL _____	LOCATION _____	COST CENTER _____	PROJECT YR _____	PUBS USE ONLY
			TOTAL NO. OF PRINTS _____	TOTAL COST \$ _____

PUSD PD-1 (REV. 8/05) Distribution: WHITE/YELLOW - Publications PINK - Originator

6

GRAPHICS WORK ORDER
POWAY UNIFIED SCHOOL DISTRICT

Name _____ Date _____

School/Dept. _____ Date Needed _____

Subject _____

WORK REQUESTED ARTWORK TYPESETTING REVISION PDF OTHER

Instructions _____

Mail Proof Copy Call When Proof is Ready No Proof Necessary - Forward to Pubs
Phone _____ (Remember to include PD-1)

FUND-SUB _____	RESOURCE-SUB _____	GOAL _____	FUNCTION _____	OBJECT-SUB _____	SCHOOL _____	LOC _____
PROOF COPY	<input type="checkbox"/> APPROVED - Forward to Publications	<input type="checkbox"/> APPROVED w/Changes - Forward to Publications	<input type="checkbox"/> UNAPPROVED - Send 2nd Proof Copy			

GRAPHICS USE ONLY	PROOF SENT _____	PROOF RETURNED _____	DATE COMPLETED _____	TOTAL CHARGE \$ _____
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PUSD PD-9 (Rev. 7/08) Distribution: WHITE - Finance YELLOW - Graphics PINK - Originator

Printing • □ Color Copies • Business Cards • Additional Services
2008-2009 School Year

	Price Per Side	
20# Paper (8.5 x 11) White	\$0.03	<u>Business Cards</u>
20# Paper (8.5 x 11) Pastels	0.04	250
20# Paper (8.5 x 14) Any Color	0.05	\$31.00
Cardstock & Construction & Astrobrights (8.5 x 11)	0.05	250 (2-sided).....
Parchment (8.5 x 11).....	0.06	40.50
60# Paper (11 x 17) White	0.08	500
60# Paper (11 x 17) Pastels	0.10	41.50
White Cardstock & Construction (11 x 17)	0.10	500 (2-sided).....
Color Cardstock & Construction (11 x 17).....	0.12	56.50
		1000
		70.00

Color Copies (per side)

Volume pricing from one master:	1 – 300	301 – 500 (\$0.02 off)	501 – 1000 (\$0.03 off)	1001 – ↑ (\$0.04 off)
8.5 x 11 photo paper	\$0.30	\$0.28	\$0.27	\$0.26
8.5 x 11 90# paper	0.35	0.33	0.32	0.31
11 x 17 60# paper	0.50	0.48	0.47	0.46
11 x 17 90# paper	0.60	0.58	0.57	0.56
Transparencies (8.5 x 11)	2.00			

Additional Services

Folding (per sheet-per fold, plus \$1.00 set-up fee)	\$0.004
3-Hole Punch (per sheet)	0.003
Cutting (per sheet-per cut, plus \$1.00 set-up fee)	0.003
Padding (per sheet, plus \$1.00 set-up fee).....	0.005
Collating/Off-line (per sheet)	0.003
Hand Collating (per sheet)	0.04
Thermography (per sheet).....	0.02
Glitter (per sheet)	0.03
Color Riso Ink (per job – green, blue, red, teal, hot pink)	2.00
Labels (per sheet)	0.65
Laminating (per 8.5 x 11 sheet; trimming out is not provided)	0.40
Laminating (per 11 x 17 sheet; trimming out is not provided)	0.80
Transparencies (black & white).....	1.00
Tab-Set (5-set) (text set-up per tab \$1.00).....	0.35
Tape Binding (per booklet)	0.35
Stapled sets (per staple)	0.01
Stapled sets (hand stapling, per staple).....	0.05

NCR • District Letterhead • Graphics • Comb Binding
2008-2009 School Year

<u>NCR - Standard Charges</u>	One-Sided	Two-Sided
	Per Set	Per Set
2 Part - white, yellow = 250 sets/ream	\$0.12	\$0.16
3 Part - white, yellow, pink = 167 sets/ream	0.17	0.22
4 Part - white, yellow, pink, goldenrod = 125 sets/ream	0.23	0.28
5 Part - white, green, yellow, pink, goldenrod = 100 sets/ream	0.28	0.33

District Letterhead* (60# linen)

Graphics Services (Monday – Friday after 1:00 pm)

500 sheets (one ream) ...	\$25.00
1,000	44.00
1,500	63.00
2,000	82.00
2,500	101.00
3,000	120.00
4,000	158.00
5,000	196.00

Diane Earle, Computer Graphics Technician
Use a PUSD PD-9 form with your request.

Costs vary for each job depending on client needs. The prices below are average costs.

New document, 8.5 x 11	\$10.00
Revisions (per page)	2.00 - 5.00
Convert for Web	5.00

*Plus \$2.00 per job, District blue ink.

Comb Binding Charges

Approximate No. of Sheets	Size	Binders Only	Binders & Labor
25	1/4"	\$0.04	\$0.30
40	5/16"	0.05	0.45
55	3/8"	0.05	0.60
70	7/16"	0.07	0.77
84	1/2"	0.08	0.92
97	9/16"	0.08	1.05
112	5/8"	0.11	1.23
127	3/4"	0.13	1.40
150	7/8"	0.16	1.42
168	1"	0.20	1.46
220	1 1/8"	0.24	1.89
250	1 1/4"	0.24	2.12
300	1 1/2"	0.27	2.52
375	1 3/4"	0.31	3.12
425	2"	0.34	3.53

Black and white colored combs available.

Construction Paper

We have the ability to reproduce on construction paper. Several colors are available. Please check the Publications website at: <http://home.pusd/finance/pubsHandbook.pdf> for information regarding construction paper, colors and costs.

NCR (No Carbon Required)

NCR is used to distribute multiple copies. Two, three, four, five and six part sets are available.

Envelopes

This is a special request and will require a longer turnaround time. Envelopes must be ordered by the customer, and delivered to Publications.

Parchment

Parchment is used for printing certificates and awards.

Labels

Sticky-back sheets are available for printing and cutting to size.

Transparencies

For overhead projectors; works great for presentations. Color or black and white transparencies are available.

Laminating

Preserves your document.

CAPABILITIES

An original is required! The original can be virtually any material: books and magazines (if pages can be cut from the binding), newspapers, typed pages, computer printouts, handwritten pages, ditto masters, colored photos, black and white photos, paintings, drawings, posters, etc.

Originals on white paper with black ink make the best copies. Some dark shades of colored paper, for example red and green, cause shaded background, making the copies illegible. Pencil, blue ink, or pastel colored print is hard to copy and usually requires extra attention and will result in light, poor quality copies. Please use black pen for signatures.

We can print full color documents. This can be done by sending your full-color originals in the District mail or attaching to an e-mail.

Books and magazines are good originals, but difficult to handle. If the book or magazine can be cut it saves time. If it cannot be cut, then it must be copied by hand and the job takes much longer to complete and is more expensive. It is necessary to be aware of copyright laws when requesting copies from books or magazines. Copyrighted materials cannot be duplicated without the written permission from the publisher. The originator assumes full responsibility for compliance with all copyright laws.

Originals can be enlarged or reduced as requested. The largest size our copiers can scan and/or reproduce is 11" x 17".

Materials can be collated and stapled automatically. If materials have to be stapled by hand, there is a charge for this, and the job will take more time to complete and only as time allows. Hand collating takes extra time and at certain times may not be permitted due to the heavy production load of the department. (You will be notified at the time the request is submitted.)

Photos can be reproduced. This process takes extra time, but the results are excellent. Please send the original photograph, as this will look more professional. Emailed photos usually reproduce well, depending on the original scanner.

Printing can be done using colored inks. This process takes more time, but on special projects the results are very dynamic and rewarding. The following colors of ink are available: blue, green, red, gold, teal and hot pink. (Two colors of ink can be printed on one page.)

Single sheets can be folded – adding a single fold, z-fold, or letter fold can result in a nice program or presentation piece.

Holes can be punched in copies to fit a standard three-ring binder. Variations can be made upon request.

Raised printing (thermography) is now available using colored inks. You can also have glitter added to your posters and/or programs for a minimal charge.

When submitting a revision to Graphics, please make revisions on your master using red ink. Include a Graphics Work Order, PD-9 with your request. If Publications will be printing your job, also include a Publications Requisition PUSD PD-1 form.

There are additional charges for some of these services. Please see price list online, or check our annual Publications Department Handbook, distributed to sites by September.

DEFINITIONS

1. Walk-in Hours: Publications is available to print simple jobs while you wait, equipment and timeline permitting.
2. Emergency: A request for materials copied during walk-in hours for a very limited number of copies required for use at the next session with students or to be sent home within four hours; materials for which prior planning is not possible.
3. Drop-Off: A request dropped off between 7:00 a.m. and 1:00 p.m. may be picked up at a later time or delivered to the site in the next day's mail. If it is a "pick-up" request, please inform the staff.
4. Date Submitted: The date Publications actually receives your job. Planning in advance makes it easier for everyone.
5. Date Requested: Please put an actual date, not "ASAP"; this means we can complete the order as our time permits.
6. Originals: Any document to be copied. Each page is one original. An original printed on both sides is classified as two originals.
7. Copies Per Original: Number of copies required from each original.
8. One Side Only: The copies we send you will be printed on one side only, even if your originals are front and back.
9. Front To Back: The copies we send you will be printed on both sides of the paper, even if your originals are one side only.
10. Collate: The copies will be stacked in sequence. The sequence depends on the originals. Please number originals to be certain they are returned in the proper order, a "blue pencil" or regular pencil can be used on the backs of your originals.
11. Cut: Copies can be cut to almost any size requested.
12. Hole Punch: We can 3-hole punch your copies for use in a standard 3-ring binder. You can also have a calendar punched with a single hole.
13. Pad: Your copies can be padded on the side or on the top. This feature allows you to use your copies like a consumable workbook with tear out pages. We can also make notepads.
14. Staple: Collated sets can be stapled together with one or two staples.
15. Fold: Your copies can be folded. Single-fold, z-fold and letter fold options are available.
16. Color Ink: Green, blue, red, teal and hot pink.

17. Color Copies: Full color copies are available at competitive pricing.
18. Thermography: Posters, programs and tickets can have raised ink at a minimal charge; currently .02¢ per sheet.
19. Glitter: Silver, gold, green, blue, black and multi-colored glitter can be added to posters, programs and tickets at a minimal charge; currently .03¢ per sheet
20. Envelopes: Various sizes available, .05¢ each for your supplied #10 envelopes. Envelopes cannot have a metal clasp.
21. Budget Codes: Some schools use stickers with their codes imprinted on them. If you do this, please put the sticker on the white and yellow copies of the form, above the "PUBS USE ONLY" area. **Order forms without codes will be returned to the requestor.**
22. Paper Sizes: Standard size is 8.5 X 11, and is used 90 percent of the time. 8.5 x 14 is legal size. 11 X 17 can be used for newsletters and folded in half to make four 8.5 X 11 pages printed on both sides.
23. Paper Types: The following lists some of the paper we have available for printing.

Stock available includes:

8.5" x 11" 20# Bond

White	Canary
Blue	Green
Pink	Goldenrod
Salmon	Ivory
Lilac	Gray

8.5" x 11" Cardstock

White	Canary
Blue	Green
Pink	Goldenrod
Salmon	Ivory
Gray	

11" x 17" 60# Paper

White	Canary
Blue	Green
Pink	Goldenrod
Ivory	

11" x 17" Cardstock

White	Canary
Blue	Green
Pink	Ivory

8.5" x 11" 24# Astrobrights

Gamma Green	Celestial Blue	Venus Violet	Re-Entry Red
Solar Yellow	Fireball Fuchsia	Lunar Blue	Cosmic Orange
Planetary Purple	Lift-Off Lemon		

GUIDELINES FOR THE USE OF COPYRIGHTED MATERIALS

When an employee is reproducing someone else's work, he/she shall first ascertain whether law permits the copying.

If the copying does not fall within the "fair use" provisions of the U.S. Copyright Act, the employee shall obtain written permission to reproduce the material from the copyright holder(s) in the manner described below.

Requests for copyright permission shall include the following information:

1. Title, author(s), editor(s), and publisher, producer(s) or distributor
2. Edition, copyright and/or production year
3. Exact amount of material to be used (e.g., chapter, lines, running time, scenes and so forth)
4. Reference in the letter to the initial contact and the name of the person contacted if the initial contact was made by phone
5. Nature of the use (i.e., how many times, when and with whom the material will be used)
6. Number of copies to be made
7. How the material will be reproduced

Materials, which are clearly in the public domain, may be copied in accordance with the U.S. Copyright Act. However, it should be noted that as a result of the entry of the United States into an international treaty called Berne Convention, works published for the first time on or after March 1, 1989, do not have to carry notice of copyright (i.e., © Copyright Holder's Name and Year of Publication) to be protected under the provisions of the U.S. Copyright Act. The safest and most ethical course of action is to secure permission to reproduce any borrowed material, unless a statement on the material itself excuses the user from securing such permission, or unless the U.S. Copyright Act grants such exclusion. The following guidelines specify which uses are permitted and which are prohibited in the use of (1) printed material; (2) sheet and recorded music; (3) audio recordings, including records, disks and tapes; (4) films, videotapes, filmstrips, overhead transparencies or slide programs; (5) off-the-air taping; (6) rental, purchase and use of videotape; (7) computer software; and (8) works by libraries.

GUIDELINES FOR THE USE OF PRINTED MATERIALS

1. Permitted Uses

a. **Single Copies.** An individual educator may make single copies of the following:

- 1) A chapter from a book
- 2) An article from a periodical or newspaper
- 3) A short story, short essay or short poem, whether or not from a collective work
- 4) A chart, graph, diagram, drawing, cartoon or a picture from a book, periodical or newspaper

b. **Multiple Copies.** An individual educator may make multiple copies for classroom use (not to exceed one copy per student in a course) of the following:

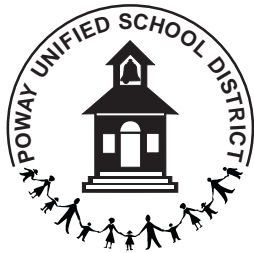
- 1) A complete poem, if it has fewer than 250 words
- 2) An excerpt from a longer poem, but not to exceed 250 words and not to exceed two printed pages in length. For example, it is not permissible to reproduce more than two printed pages of an illustrated poem without permission.
- 3) A complete article, story or essay of fewer than 2,500 words
- 4) An excerpt from a larger printed work not to exceed 10 percent of the whole or 1,000 words, whichever is less
- 5) One chart, graph, diagram, cartoon or picture per book or per issue of a periodical

NOTE: All permitted copying must bear an appropriate reference (e.g., author, title, date, source and so forth). Also, the copying must be at the "instance and inspiration" of the individual teacher; and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness must be "so close in time that it would be unreasonable to expect a timely reply to a request for permission."

2. Prohibited Uses

An individual educator cannot do the following:

- a) Copy more than one work or two excerpts from a single author during one class term.
- b) Copy more than three works from a collective work or periodical volume during one class term.
- c) Reproduce more than nine sets of multiple copies for distribution to students in one class term.
- d) Copy to create or replace or substitute for anthologies or collective works.
- e) Copy "consumable" works, such as workbooks, exercises, standardized tests, answer sheets and so forth.
- f) Copy the same work from term to term.
- g) Copy the same material for more than one course being offered in the school.



Printed by PUSD Publications Department