



Department of Language and Literacy Education (LLED)
LLED Policy: Photocopy Policy

The department will support up to 1000 copies (printing-and/or-photocopying, colour-and/or-BW) per faculty and instructor, per teaching term. This is intended to support the printing and copying of course syllabi and other basic materials as necessary. This allocation is consistent with other graduate departments in the Faculty of Education.

Any copying or printing above the 1000 allocation will be charged at a rate of \$0.05 per copy. The office will send out photocopy bills at the end of each term to individuals who are over the 1000 allotment. Balances can be paid by cash, cheque (payable to UBC-LLED), and/or by speed chart. Smaller amounts may be carried forward to the next term to await a larger one-time payment.

We encourage everyone to move away from copying and utilize the course shells (Connect) to upload teaching and reading materials. Most journal articles will be available electronically from the library.

If Instructors foresee an overage of this allocation in an upcoming teaching term, please notify the LLED Office as soon as possible. Accommodations can be made in certain instances. Should you use over 1000 copies per term, you may submit a written request via email to the LLED Administrative Manager with a brief explanation for why your copying needs exceeded normal amounts for the term. We will be able to waive up to 100% of the invoice, depending on the rationale provided.