



THE UNIVERSITY OF BRITISH COLUMBIA

**Department of Language & Literacy Education**

Faculty of Education

## LLED Policy: Photocopy Allocation

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The department will support up to 1000 copies (printing-and/or-photocopying, colour-and/or-BW) per faculty, and 300 black and white copies per course per instructor, for every 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.

LLED graduate students will be allocated 150 free copies per term. Students must email Brittany at [lled.educ@ubc.ca](mailto:lled.educ@ubc.ca) to set up a personal printing code.

Any copying or printing above the 1000/300/150 allocations will be charged at a rate of \$0.05 per black and white copy, and \$0.12 per colour copy. The office will send out photocopy bills at the end of each term to individuals who are over their 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.