



THE UNIVERSITY OF BRITISH COLUMBIA

Department of Language & Literacy Education

Faculty of Education

LLED Policy: Photocopy Allocation

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 Megan at 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 \$0.10 per black and white copy, and \$0.20 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 Worktag. 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 (Canvas) to upload teaching and reading materials. Most journal articles will be available electronically from the library.