

**PHOTOCOPYING OF
NON-INSTRUCTIONAL MATERIALS**

On occasion, requests from the community are made regarding the use of the Merton Community School District’s copy resources. Since our schools are funded by taxpayers, the use of the Xerox copier is intended for instructional materials and school related activities.

Any requests from outside groups or individuals (except PTO) are handled on a cost and reimbursement basis. Costs for photocopying are as follows:

All copies (regardless of quantity).....20 cents per copy

Transparencies.....\$1.00 each

This cost includes time and materials expended by the district.

Instructional copying ALWAYS takes precedence. No completion date can ever be guaranteed for copying. The administration has the authority to deny copy service requests it deems inappropriate. All copying requests, without exception, are to be made by:

-Deliver request to Mrs. Smith in the Primary School front office

-Pick up copies from Mrs. Smith in the Primary School front office

Payment is due at the time of pick up.

In effect: October 1, 1998

Revised: January 18, 1999