

# DOCUMENT SERVICES

13 Milbank, 4-2087

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[www.barnard.edu/offsvcs](http://www.barnard.edu/offsvcs)

fax: 212-854-7491

Document Services welcomes you to Barnard College. We provide copying, bindery, and related services to the entire campus community. We are here to serve you, so please call us if you have any special needs in the following areas.

## Digital Copying—Black & White and FULL COLOR

1. **Document Services** provides black and white and color copying/printing. We also print color posters and banners up to 36" wide on a large format inkjet printer. Allow 24-48 hours as the normal turnaround time for copying jobs left in 13 Milbank. Jobs are often completed on the same day, but take longer at the beginning of each term and before exam periods. Plan accordingly!
2. **Satellite copiers** in Altschul, Barnard Hall, Lehman, and Milbank use access codes provided by your department. These copiers are generally for short runs. Large copy jobs should be submitted to Document Services. **Satellite copiers can also be used to "scan-to-pdf" and "scan-to-email" and as networked printers that can perform the same functions as your copier—right from your desktop!** Call the Help Desk (4-7172) to schedule installation of the print drivers for your departmental copier(s) on your computer. Consult with your department's secretary or administrator to schedule copier training.
3. **Cash jobs** must be paid for promptly and in full by credit card or personal check. If you are charging students for course materials, it is your responsibility to distribute them and collect reimbursement money. Please do not send students to Document Services for this purpose.
4. **Exams** must be handed directly to a staff member so they may be secured. Please do not use students to drop off or retrieve exams. **We will not give exams to students.**
5. **Library copiers** accept special cards sold in Document Services.
6. We are obligated to follow all laws and College policies regarding copyrighted materials.

## Binding and other Services

Binding services (tape, velo, and GBC) are available for your special needs. We also offer many other services. Please consult with a staff member and refer to our web site and the **Quick Guide to Barnard Mail Services** for related information.

## Fax Service

If your department does not have its own fax machine, you may use the fax in 13 Milbank for outgoing and incoming faxes. Your department will provide you with an access code and password. You or your department will be called within several hours of receiving an incoming fax.

**Your departmental account number is required for most services, so please... don't leave home without it!**