

Use of Copiers, FAX Machine, and Telephones

Photocopier Use Policy

- Copies are \$.15 per copy.
- Faculty, staff, and note-takers hired for hearing-impaired students are allowed free copying for college business.

FAX Use Policy

- Use of the FAX machine will follow the college-wide policy.

Telephone Use Policy

- Telephones shall be used for college business only.
- Students may use the phones for intra-campus calls only.
- Exceptions will be made at the discretion of the professional staff member in charge.

Telephone Device for the Deaf (TDD) Use Policy

- The TDD may be used by any patron who is hearing-impaired or who wishes to communicate with a hearing-impaired person.
- The TDD will not leave the building.
- Use of the telephones with the TDD will comply with the Telephone Use Policy.