DUPLICATING SERVICES

Services Provided and Paper Samples

Hours of Operation
Monday thru Friday 8:00 am - 12:00 pm
1:00 pm - 5:00 pm

Summer Hours
8:00 am - 12:00 pm
1:00 pm - 4:30 pm

Chris Maynard - Duplicating Coordinator
Jake Berón - Duplicating Technical Assistant
McCarthy Building 401 N. Harvard Ave.
Ext. 72820
Email: duplicating@pomona.edu

Please keep handy for future reference!

March 2016
B/W Printing Charges

20# paper = charges are for 1 side only

8 1/2 x 11 - all colors = .4 cents
8 1/2 x 14 - all colors = .5 cents
11 x 17 - white = .6 cents
11 x 17 - colors = .7 cents

24# paper - 8 1/2 x 11—white only = .6 cents
11 x 17 white only = .8 cents

Cardstock = charges are for 1 side only
8 1/2 x 11 = .6 cents
90#, 100#, or 110# = .8 cents per printed side
90# 11 x 17 - blue or white = .10 cents

28# paper
8 1/2 x 14 = .7 cents

(shades may vary)

Misc.
Clear Plastic Covers = .20 cents each (no printing)
Navy Blue or Black Back Covers = .35 cents each (no printing)
Tab Dividers = .25 cents each

Also Available
Spiral Binding, or Velo Binding, Tape Binding, Laminating, Carbonless Copies, and Padding.

*Please Note: There will be an extra .1 cent charge per book/pamphlet requiring 2 staples.

Printed on Kelly Copy Paper 20# Sustainable Forestry Initiative - Acid Free
## Color Copier Prices

### Copy Paper

<table>
<thead>
<tr>
<th>Size</th>
<th>1 sided</th>
<th>2nd side</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 1/2 x 11</td>
<td>$.15</td>
<td>$.10</td>
</tr>
<tr>
<td>8 1/2 x 14</td>
<td>$.20</td>
<td>$.10</td>
</tr>
<tr>
<td>11 x 17</td>
<td>$.40</td>
<td>$.10</td>
</tr>
</tbody>
</table>

If second side is black and white it’s $.05 cents

#### 20# paper

<table>
<thead>
<tr>
<th>Size</th>
<th>1 sided</th>
<th>2nd side</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 1/2 x 11</td>
<td>$.25</td>
<td>$.10</td>
</tr>
<tr>
<td>11 x 17</td>
<td>$.50</td>
<td>$.25</td>
</tr>
</tbody>
</table>

#### 24# paper

<table>
<thead>
<tr>
<th>Size</th>
<th>1 sided</th>
<th>2nd side</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 1/2 x 11</td>
<td>$.30</td>
<td>$.15</td>
</tr>
<tr>
<td>8 1/2 x 14</td>
<td>$.35</td>
<td>$.15</td>
</tr>
</tbody>
</table>

#### 28# paper

<table>
<thead>
<tr>
<th>Size</th>
<th>1 sided</th>
<th>2nd side</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 1/2 x 11</td>
<td>$.40</td>
<td>$.15</td>
</tr>
<tr>
<td>11 x 17</td>
<td>$.70</td>
<td>$.30</td>
</tr>
</tbody>
</table>

#### Cardstock 90# & 110#

<table>
<thead>
<tr>
<th>Size</th>
<th>1 sided</th>
<th>2nd side</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 1/2 x 11</td>
<td>$.45</td>
<td>$.15</td>
</tr>
</tbody>
</table>

#### Cardstock 100# & 110#

<table>
<thead>
<tr>
<th>Size</th>
<th>1 sided</th>
<th>2nd side</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 1/2 x 11</td>
<td>$.40</td>
<td>$.15</td>
</tr>
<tr>
<td>11 x 17</td>
<td>$.70</td>
<td>$.30</td>
</tr>
</tbody>
</table>

### Black & White

B/W copies printed on the color copier

<table>
<thead>
<tr>
<th>Size</th>
<th>1 sided</th>
<th>2nd side</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 1/2 x 11</td>
<td>$.15</td>
<td>$.06</td>
</tr>
<tr>
<td>8 1/2 x 14</td>
<td>$.20</td>
<td>$.06</td>
</tr>
<tr>
<td>11 x 17</td>
<td>$.25</td>
<td>$.06</td>
</tr>
</tbody>
</table>

#### Cardstock

<table>
<thead>
<tr>
<th>Size</th>
<th>1 sided</th>
<th>2nd side</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 1/2 x 11</td>
<td>$.15</td>
<td>$.05</td>
</tr>
<tr>
<td>11 x 17</td>
<td>$.25</td>
<td>$.05</td>
</tr>
</tbody>
</table>

Edit Function - - - $.20 cents each added to copy charges

Please Note: 20% charge plus Sales Tax will apply to non-Pomona College jobs.
**Binding**

**Spiral Binding**
Colors Available are Black or Navy Blue
1—55 Sheets = $.65
51—109 Sheets = $.70
110—159 Sheets = $.75
160—265 Sheets = $.80

**Velo Binding**
Colors Available are Black or Navy Blue
1” = $.60
2” = $.70

**Tape Binding**
Colors Available are Black, Navy Blue, & White
$.70 to $.80 cents

**Saddle Stitching**
1—15 Sheets
(Regular printing prices apply plus $.01 per book for extra staple)

**Padding**
$.25 per pad
Cost for printing is extra

**Laminating**

<table>
<thead>
<tr>
<th>Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 1/2 x 11</td>
<td>$.50</td>
</tr>
<tr>
<td>8 1/2 x 14</td>
<td>$.75</td>
</tr>
<tr>
<td>11 x 17</td>
<td>$1.25</td>
</tr>
</tbody>
</table>

**Folding, Cutting, 3-Hole Punch**
Some charges may apply
Other Useful Information

Electronic Submissions………..
We accept job requests via email. When submitting color requests we can work better with \( \text{CMYK} \) but will also accept RGB submissions. “PDF” format is preferable.

Paper Provided………………
Printing on paper provided will be charged at half price. Please check with us in advance to make sure your paper meets with our copier’s specs.

Posters…………………
Duplicating Services backs up ITS for printing of posters. When submitting, PDF formatting is preferred.

Scanning………………
Duplicating Services will scan individual pages or portions of books. The copyright page must be included. Charges for scanning are \$0.03 per page. If scanning from a book the cost is \$0.05 per page. Burning to CD is \$0.50.
You can also supply your own CD. Depending on our work load, you will need to give us extra time for scanning.
Carbonless Copies (NCR)

2 part (white & Canary)
3 part (white, canary, & pink)

.10 cents per sheet

Buttons

8.5x11 Brochures
11x17 Posters

8.5x11 Brochures

Postcards 4 per sheet

Thank you cards

POSTERS - Large format 24 x up to 72 in.
42 x up to 72 in.

1/2 sheet postcards
Printed on Mohawk 28# paper

Booklets

Small Table Tents

Flyers 8.5x11

8.5x11 Table Tents or 1/2 sheet flyers

Stationary pads

Meal Tickets

5.5 x 8.5 Note book with plain paper or with lines. Spiral, Tape, & Velo binding, navy or black back.

Bookmarks
Outside Jobs!

20% above cost will be added on to Non-Pomona College jobs. We will not print any outside jobs that are for profit. Sales Tax as usual will also be applied.

Thesis Printed Here!

Printing is charged according to type of paper used.

Covers and binding are extra.

Clear plastic cover with either black or navy back covers are .55 cents a set.

Velo Binding costs .60 to .70 cents Spiral Binding costs .65 to .80 cents and our new Tape Binding .70 to .80 cents

We carry both navy blue and black strips for binding, and white for tape binding only.

**ONLY CASH OR CHECKS MADE OUT TO: “POMONA COLLEGE” CAN BE ACCEPTED FOR PAYMENT. UNLESS AN ACCOUNT NUMBER IS PROVIDED.**

We accept jobs electronically, just email them to us as a “pdf” to: “duplicating@pomona.edu”
Copyrighting

Duplicating Services will not copy anything that is copyright- righted. While we may copy small portions of a book (see Fair Use Worksheet on next page), we require that the copyright page be included with the document.

Copyright permission can be gotten from the publisher. We can print up to 10% of the book that is copyrighted.

For more information, check out Claremont Colleges Website http://copyright.claremont.edu/ HomePage.html

We can scan to email, Box, or scan and burn to a CD.

Scanning Charge = 5 cents a page. Scanned from books or single sheets

Burning to CD = 50 cents
## Fair Use Analysis Worksheet

* See Reverse Side for more detail. Complete and retain this form for your files.

### Purpose

<table>
<thead>
<tr>
<th>Favor Fair Use</th>
<th>Weight Against Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction, course websites - access restricted to registered students Scholarly research, personal use, study</td>
<td>Commercial Activity</td>
</tr>
<tr>
<td>Student use to complete assignment</td>
<td>No attribution to original authors 0 Profiting from use</td>
</tr>
<tr>
<td>Transformative use, creates a new work with a new purpose</td>
<td>For publication</td>
</tr>
<tr>
<td>Statutory uses, criticism, comment, new reporting</td>
<td>For public distribution</td>
</tr>
</tbody>
</table>

### NATURE

<table>
<thead>
<tr>
<th>Favor Fair Use</th>
<th>Weigh Against Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Published Work</td>
<td>Unpublished Work</td>
</tr>
<tr>
<td>Factual Work</td>
<td>Creative, imaginative, artistic work</td>
</tr>
<tr>
<td>Non-fiction</td>
<td>Consumable work, once used is unusable by others</td>
</tr>
</tbody>
</table>

### AMOUNT

<table>
<thead>
<tr>
<th>Favor Fair Use</th>
<th>Weigh Against Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small excerpt, extract, or clip</td>
<td>Entire work</td>
</tr>
<tr>
<td>Only portion needed for favored educational purpose</td>
<td>Portion is “heart of the work”</td>
</tr>
</tbody>
</table>

### MARKET EFFECT

<table>
<thead>
<tr>
<th>Favor Fair Use</th>
<th>Weigh Against Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>One or few copies made</td>
<td>Impairs market for original work</td>
</tr>
<tr>
<td>No impact on market for original work</td>
<td>Repeated use, when market exists for work</td>
</tr>
<tr>
<td>Use stimulates market for original work</td>
<td>Licensing mechanism for use is available</td>
</tr>
<tr>
<td>No licensing mechanism in place</td>
<td>Multiple copies, not for educational purpose</td>
</tr>
</tbody>
</table>
Section 107 – Limitations on Exclusive Rights: Fair Use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and sustainability of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work

The fact that a work is unpublished shall not itself bar a finding of fair use such finding is made upon consideration of all the above factors.

First Factor

Purpose and Character of use: Nonprofit, educational, and personal uses are generally favored fair uses while commercial uses are less likely to be deemed fair use. Although educational use in and of itself will not assure that your use is a fair use, by the same token not every commercial use will fail as a fair use. Transformative uses, uses that result in the creation of new work, with a new purpose and different character are favored as fair uses over uses that merely reproduce an original work. The more transformative a particular is the less significant the other factors will be as they weigh against fair use.

Second Factor

The nature of the copyrighted work: Factual works, published works and scientific articles that are factual in nature are more likely to be considered available for fair use than are creative, imaginative, artistic, or unpublished works. Additionally, certain "consumable" works, e.g. workbooks and standardized tests are not likely to be considered available for fair use.

Third Factor

Amount and substantiality of the portion used; The statute gives no bright line indication concerning how much of a work may be used under fair use but the implication is that use of the whole work is less likely to be considered a fair use. Thus, use of only a small portion of a work is favored. However, in some circumstance e.g. uses like research, classroom use, personal use that already weigh in favor of fair use, you may use more of a work. In fact, in such cases use of the entire work may be appropriate and allowable as a fair use if using that much is required to accomplish your purpose. A commercial use of the same material in the same amount could weigh heavily against fair use. Amount and substantiality is also a qualitative measure and at times use of even a small portion of a work may be considered too much to qualify as a fair use if that portion used is considered to be the "heart of the work".

Fourth Factor

Effect on the potential market for or value of the work: Generally, the consideration for this factor is whether or not there is some economic harm to the owner of the copyright as a result of your use. Courts have established the availability of permissions or licenses as one of the potential values for copyrighted works. This factor alone, however, cannot determine whether or not a use is fair. Positioned as the fourth factor it is a bit easier to consider market effects. If the first three factors weigh in favor of fair use, then market harm should carry less weight even when considering the permissions market, since the market is for permissions that are required. Conversely, if the first three factors were tipping the balance in favor of permission them the market will carry more weight in the balancing of the factors.
8.5 x 11 - 80# Cardstock Mohawk pure white gloss
8.5 x 11- 100# Cardstock Mohawk pure white gloss

(Often used for pictures and postcards)
Business Cards

Pricing - $.80 per sheet

30 cards = $2.40
    (3 sheets)

50 cards = $4.00
    (5 sheets)

100 cards = $8.00
    (10 sheets)

LETTERHEAD AND BUSINESS CARDS

You can order or re-order stationery or business cards directly from the printer (Dual Graphics) using their Pomona College online storefront with Dual Printing. To place your order online, please sign in to the College Portal and have a College account number ready. All orders are reviewed by the Communications Office, and if an order is large or unusual, we may call you to confirm. Your stationery will be sent directly to you within about two weeks and, your budget will be billed directly by the Business Office at the end of the month. Any questions call the Office of Communications x18319.
Available sizes

8.5 x 11 - 24# Navigator Platinum
8.5 x 11 - 24# Hammermill
8.5 x 11 - 24# Capital Bond

11x17 - 24# Hammermill

8.5 x 11 - 28# Mohawk Color Bright White
8.5 x 14 - 28# Mohawk Color Bright White
Also Comes in 8 1/2 x 14 & 11 x 17
Comes in #20 only.
Also comes in 8 1/2 x 14 & 11 x 17

Comes in #20 only.
Also comes in 8 1/2 x 14 & 11 x 17

Comes in #20 only.
Also comes in 8 1/2 x 14 & 11 x 17

Comes in #20 only.
Also comes in 8 1/2 x 14

Comes in #20 only.
Also Comes in 8 1/2 x 14

Comes in #20 only.
Also comes in 8 1/2 x 14

Comes in #20 only.
Also comes in 8 1/2 x 14
Comes in #20 only.
Also comes in 8 1/2 x 14

Comes in #20 only.
Also comes in 8 1/2 x 14

Comes in #20 only.
Also Comes in 8 1/2 x 14

Comes in #20 only.
50# paper bright
50# paper bright

Sunshine Yellow
24# paper bright
50# paper bright
50# paper bright
50# paper bright
Insert Tab for Cardstocks 5 cut & 9 cut tabs

5 TABS TO A BANK, TAB LENGTH 2"

9 TABS TO A BANK, TAB LENGTH 1 1/8"
Available also in 11x17

8.5 x 11 cardstock - #90 and #100 - Gloss
8.5 x 11 cardstock - #90 and #110
90# Cardstock

Available also in 11x17
65# Cardstock
67# Cardstock
60# Cardstock
67# Cardstock
65# Cardstock
67# Cardstock
90# Cardstock
90# Cardstock
65# Cardstock
65# Cardstock
65# Cardstock
65# Cardstock
65# Cardstock

Terra Green
65# Cardstock
65# Cardstock
65# Cardstock

Celestial Blue
65# Cardstock
65# Cardstock
65# Cardstock

Planetary Purple
65# Cardstock