

Mount Vernon Community School District



District Print Shop Services and Guidelines

Washington Elementary

615 5th Ave S.W.

Mount Vernon, Ia 52314

319 895-6251 ext. 2007

Chris Osborn (cosborn@mountvernon.k12.ia.us)

District Print Shop Operator

The District Print Shop is located in Washington Elementary at 615 5th Ave S.W. in Mount Vernon.

The Print Shop uses a high volume copier to reduce the workload of teachers and support staff, as well as to reduce the wear and tear on the smaller copiers in each building. The Print Shop offers digital black and white copying, binding and laminating services. The Print Shop does NOT offer color copying.

The Print Shop enforces copyright laws. See your building Media Specialist for copyright guidelines.

Preparing, completing and submitting your copy request form

The copy request form is the same district wide.

Hard copy forms are available in each building teacher workroom, on the web under staff forms for printing, and on the last page of this document. Fill out and submit your order, placing it in designated baskets in your building teacher workrooms. Do not re-use the same request form for another by crossing out the dates, etc. Requests will be stamped and may be returned if not filled out properly.

You may also submit a request via email. Download the form found online on our District website under staff forms. (Suggestion: save the form to your desktop for quick access.) Simply fill out the form and attach it along with documents you need processed to your email being sent to the District Print Shop via Chris Osborn at (cosborn@mountvernon.k12.ia.us) Note* In the subject space of your email enter your last name followed by the name of your document. Examples: Smith-ABC's, Jones-Final Geometry Exam.

Originals should be clean and sharp. Your job will only be as good as the originals you send. Originals will be returned with your order. Remember the quality diminishes greatly when making copies from copies. Do not send originals with tape, staples, or sticky notes etc. attached.

Date Needed

Keep in mind copy requests are handled for the entire district. Many factors influence the turn-around time for a given work order; machines break down, are down for routine maintenance, staff may be out for personal reasons or illness. It is always best to plan ahead and have the “date needed” three to four days before you need it. Allow additional time during the busy season- August through October.

Please help by following these guidelines;

*Do not send in a semesters worth of work on one request form and ask for it all back on the same day, the next day or the first day of school. Divide the work up and submit it on different forms and use a different date needed for each.

* Do not count weekends or holidays as production days or use them as your date needed.

*Do not request ASAP. Put the dated needed on your form.

*Deliveries will be made at 9am and 1:30pm daily. Orders will also be picked up at these times.

Binding

Several options are available for your binding options;

*Collate

*Group (do not collate)

*Staple; upper left, upper right, bottom left, bottom right, 2 staples on the left side or saddle stitch (as used in booklets).

*Booklet

* 3 hole punch on left side only

*Spiral binding on top or side

Laminating

Laminating up to 24" and will be completed twice per week on Tuesday and Thursday.

Plan for the following guidelines and return times for your order as listed below.

24 hrs: single sheets or duplex (1:2, 2:2) under 100. Booklets under 25

72 hrs: multiple masters grouped or collated under 150 (ie. grade level units, packets/stapled/with or without covers), booklets under 125, cardstock orders under 125.

1 week: copy and cut orders, single sheets or duplex over 150, multiple masters grouped or collated, stapled or hole punched over 150, Booklets over 125,(ie. extracurricular programs for sporting events or the arts), cardstock orders over 125.

2 week: Spiral bound items; (this is a three step process which you will need to allow 3 weeks for during the busy season, but 2 weeks otherwise). Only use for items to be used and reused throughout the year; large copy projects, Aca Deca, student directories, Honors society, Graduation and Senior Night inserts etc.

Scan feature: The Print Shop can scan any hard copy picture or document. Your scan will be processed and the image emailed to you, most likely as a pdf file. Please note if you need your image processed to a certain file type,(ie: jpg, pdf, gif, tif). Color scanning is not available.

Paper

Paper is ordered through the Iowa Educators Consortium at a reduced cost. Anything that is not available through the IEC would be considered a special order.

The following papers are usually kept in stock:

20# Dual purpose Bond, 8.5 x 11, White

20# Dual Purpose Bond, 8.5 x 11, Pastel colors; Canary, Pumpkin, Salmon, Cherry, Pink, Orchid, Blue, Turquoise, Green, Gray, Ivory, Tan, Buff, Goldenrod.

20/50# Offset, 8.5 x 11, Bright Colors; Glimmering Gold, Sunshine Yellow, Luminous Lime, Glowing Green, Twilight Teal, Beaming Blue, Night Sky Purple, Brilliant Berry, Flaring Fuchsia, Radiant Red, Energetic Orange.

65# Cover, 8.5 x 11 Bright Colors: Christmas Red, Ultra Fuchsia Bright, Ultra Pink Bright, Bright Halloween Orange, Sun Yellow Bright, Ultra Lime Bright, Lime Green Bright, Christmas Green, Blue Bright, Bottle Rocket Blue Pastel, Violet Bright, Ultra Grape Bright.

67# Cover Vellum Bristol, 8.5 x 11, Pastel colors (Postcard weight); Ivory, Yellow, Green, Blue, Pink.

65 # Cover, 8.5 x 11, White

65# Cover, 11 x 17, White

60 # Offset, 11 x 17, White