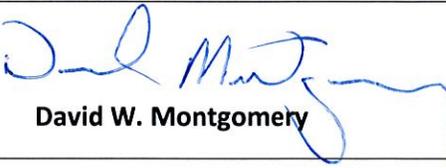


 <p><b>DULUTH</b> MINNESOTA</p> <p>Policy &amp; Procedure</p>	<b>COPY CENTER</b>	
	<b>Supersedes:</b> January 1, 2000	<b>Date Approved:</b> September 30, 2013
	<b>Approved:</b>  <b>David W. Montgomery</b>	Page 1 of 1

**PURPOSE:** To establish guidelines for and expedite the use of the large capacity copier located in the City Clerk's office; room 330 in City Hall.

The large capacity copier is to be used for large projects of 20 copies or more, or when special features are needed. Some special features include 3-hole punch, folding, booklets, scanning, and email. Each Division has a code to log into the large capacity copier.

Each Division has at least one trained operator. Jobs are to be run by Division staff. It is possible for Division staff to send a large print job directly from their computer to the large capacity copier. The MIS Help Desk can be contacted at (218) 730-5666 to make the connection.

Machine may be reserved by contacting City Clerk personnel at (218) 730-5500.

City Clerk will take necessary steps to insure only authorized access.

City Council related items receive top priority. Tuesdays are reserved for Council Agenda material.