

# COPY CENTER

Location: Main Building, Lower Level  
Hours: 8:30 AM – 4:30 PM Monday – Friday  
8:30 AM – 3:30 PM Monday – Friday (Summer)  
Phone: 718-636-3691  
E-mail: ccenter@pratt.edu

## **Mission/Overview/Summary**

The Copy Center provides a full suite of copy, cutting, and binding services. Copies can be reproduced from original hard copy, CD or electronically via e-mail in PDF format.

The Copy Center also produces course packs and other types of instructional material as required by departments and/or faculty. These types of jobs require advance notification and Chairperson approval due to production time, quantity, job specifications, and distribution of material.

## **SPECIFICS**

FAQ, Issue, First contact, Best contact

### **Q. Who is responsible for securing copyright clearance on materials reproduced for use in my classes?**

A. Faculty members are responsible for obtaining proper copyright clearance for all materials submitted for duplication.

### **Q. Does the Copy Center accept outside jobs?**

A. Jobs not related to the Institute are accepted and produced at rates comparable with other copy services.