SCC Print Shop Guidelines

To efficiently and effectively serve SCC printing needs, guidelines have been established for Print Shop services. The primary mission of the Print Shop is to provide printing support for large volume jobs as well as offer a wide variety of finishing and binding services for the College. In the interest of providing the best service in a timely manner, we ask that you observe the following guidelines:

SAVE ON COPIES!
Black & white copies cost less than color copies.

✓ IF POSSIBLE, PRINT IT YOURSELF —
• For print jobs that are less than 1,000 copies, use SCC copiers/printers. Small booklets can also be printed on department/division copiers.

✓ PRINT SHOP JOBS REQUIRE A 'PRINT REQUEST' FORM —
• An electronic form is available on SCC's website/Faculty & Staff/SCC Print Shop. Download the form, type in all relevant information, save the file, then attach to an E-mail to sccprintshop@kctcs.edu. Be sure to attach a file of the job to be printed.
• A paper Print Request envelope is also available at SCC mail rooms or from the Print Shop. Fill out the paper form and include a clean copy of item(s) that need to be printed.

  • *Allow a minimum of two weeks for printing after job has been approved.*

DELIVERY OF COMPLETED JOBS
Completed jobs are picked up each Monday and delivered through campus mail to the mail room nearest the person who requested the job.

✓ JOBS WILL BE PROOFED BEFORE PRINTING —
• To ensure quality and consistency, all jobs submitted to the print shop are thoroughly proofed before printing. If there are any changes in wording or design style required, the person submitting the print request will be notified.

✓ STANDARDS FOR MAINTAINING BRAND RECOGNITION —
  • The KCTCS Branding Guide is available online at:
            http://www.kctcs.edu/News_and_Events/Marketing_and_Communications/BrandGuide.aspx

COURSEWORK BOOKLET, MANUAL PRINT REQUESTS
Instructors should coordinate these student resources through SCC's Bookstore.

✓ SCC BUSINESS CARDS —
• An electronic Business Card form is available on SCC's website on the Print Shop page. Simply download the form, type in relevant information, save file, then E-mail attachment to sccprintshop@kctcs.edu.

✓ SPECIAL PAPER REQUIREMENTS —
• Special paper for department/division use (i.e., color paper, unique texture, etc.) is to be purchased by department/division or arrangements made with the Print Shop.

QUESTIONS?
If you have any questions about the print request process or layout and design considerations, contact:
Linda Daugherty at
sccprintshop@kctcs.edu
or call Extension 16822.

PRINT SHOP GUIDELINES, FORMS & MANY MORE DOWNLOADS AVAILABLE ON SCC's WEBSITE
The Print Shop page on SCC's website contains the guideline and forms mentioned on this page,
plus an up-to-date SCC letterhead, various versions of SCC logo, a generic certificate in Microsoft Word and more.
Visit Somerset Community College's Print Shop on the web at:
somerset.kctcs.edu/Faculty & Staff/SCC Print Shop