

# Old Dominion University Computer Science Department Policies and Procedures

**Title: Copying Services**

**ID: CSCP001**

**Revision: 1.0**

## **Purpose**

This procedure provides information about copying services provided to Computer Science users.

## **Scope**

This procedure only applies to the Computer Science Department.

## **User Verification**

Computer Science department users who have been assigned an office space within the Computer Science areas will also be provided with access to a copier machine in each CS building. Users are allowed to copy only documents directly related to their Old Dominion University and Computer Science Department coursework and activities. The copier in Spong Hall is located in room 105A, and the copier in Engineering & Computational Sciences is located in room 3200.

## **Policy Violation**

In case an abuse of the copying policy has been detected, sanctions will be left to the discretion of the Director of Computing Resources.

## **Definitions**

N/A

## **Revision History**

Work in progress.