

March 1, 2006

To: All Members of the Rutgers English Department

From: Gail Nadonley, Business Manager

Due to increasing costs of running the copier machine, we have installed a new program on the copier in Murray Hall. As of March 6, everyone in the department will be assigned his or her own copier number. To obtain your new copier number, please talk to Courtney Borak, Xerox Technician, or me (my office is in Murray 109). It is essential that you keep your number confidential.

I realize that it will take some time to adjust to having your own individual number. Please understand, though, that this practice, while new to our department, actually mirrors practices that have long been in place in nearly every other department in FAS. Understand as well that the only way we can keep the cost of copying down and keep the copy room staffed is by ensuring that use of the copying services in the department beyond the amount allocated will be paid for by the member of the teaching faculty or passed on to the students receiving the copies.

The amount budgeted to each member of the department's teaching faculty will continue to be what it has always been: 25 pages per student/per class/per semester. We will charge \$.05 for each copy after that.

If you have any questions concerning this new practice, please do not hesitate to contact me at 2-7625 or via email at [gail.nadonley@rutgers.edu](mailto:gail.nadonley@rutgers.edu).