

Instructional Media Center Guidelines

Lewistown Public Schools, Lincoln Building

- **All items sent to IMC must be accompanied by an “IMC Production Request” card.** (The little blue ¼ page sheets that some elementary schools used for the office aides do not work for this. Please don't use those when sending items over to IMC.) Your job must be **authorized** and the card **signed** by someone in charge of your school or school organization. If there is no card with your item or items, these items will be returned to you without being completed. (The exception to this: programs, rosters etc. which have been scheduled in advance.) If you have more than one set/page to be copied with various amounts of each to be copied, stickie notes work well for each individual set/page, as far as writing how many you need &/or special instructions. This way you need only write it once on the stickie. On the IMC Production Request card, you may just write “copies” on the “job description” line, otherwise, please be sure you fill out the **top portion** of the IMC Production Request Card in its entirety. You may get these cards in the office of your building. I keep and use these cards for all jobs and cost purposes.
- If you need IMC to copy, bind, laminate or do anything, you **must plan ahead**. All copies must be **“copy ready”**. This means that all “masters” must be sent over on white paper, (not colored), be neat and clean; not folded or wrinkled, no items taped on, no white out or glue and the writing must be legible. They cannot have any “black” edging. They **must have at least** a 3/8” white edge around the entire page. Copies from books can be made only if the book edge is able to be cut off. (It can be rebound with a black binding comb, if requested.) Otherwise, a good clean master must already have been made, not just torn out of a book. These items must have a copyright release. If copying is to be done on construction paper, please send this paper along with your project. I don't stock construction paper. All copies will be copied on the front side only, unless time permits for front and back copy jobs...these take longer. Copying sent over here to IMC, must be a quantity of 20 or more of each item. If you have less than 20 copies to be made, you may do them on the copier(s) in your own building. Please allow at least three days for regular copy items and at least one week for anything else. Depending upon the size of the project and workload, some items may take a little longer. **Please remember to allow for delivery time.** (exclude weekends) Timeliness of all jobs depends on the size of our workload, other deadlines, breakdowns and jobs sent ahead of yours. Please plan ahead. Laminating is done only when there is plenty to do, not every day.
- Again, all items to be copied must have **at least** a 3/8" border around the entire page. Anything that needs to be bound must have **at least** a ½” on the side to be bound. If these edges aren't around each page, some of the print may be cut off. Binding also takes more time.
- **No items will be copied if they have a copyright on them.** (It **does not** matter what year it shows for a copyright date.) These items must be accompanied by a copyright release **before** they will be copied. Without a copyright release, they will be sent back to you without being copied.
- No laminating will be cut out. Anything with metal on them or smaller than 2" long will be returned without being laminated. Nothing wider than 24" will fit into the laminator. Nothing is guaranteed to laminate well or without some damage at times. (Very thick or very thin items; older, wrinkled or folded items, or items with parts glued on that stick up, do not always laminate well.)
- The Instructional Media Center will get your items back to you as quickly and neatly as possible. However, please remember there is many other staff personnel with the entire Lewistown School District that also need to have things done in this department. This office works for everyone, in each building. Please, for your sake and ours, allow us time; write understandable instructions on your IMC Production Request Card and **plan ahead**.

Thank you for your cooperation!!

Please feel free to call or email me if you have any questions concerning any job you may have or other options available to you that may be done in IMC, I would be happy to help you.

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