

SCHOOL DISTRICT OF BLACK RIVER FALLS

PRODUCTION CENTER GUIDELINES

The Production Center is located at the District Office at 301 N. 4th St. next to Third St. Elementary School. We encourage staff members to send laminating, cutting, folding, booklet duplicating and large copying jobs to the Production Center. Please contact Joey Eckles at ext. 1003 should you have any questions. The guidelines for the jobs that are appropriate for processing at the Production Center are as follows:

- Allow one week for completion and intra-district mailing of all jobs.
- Jobs will be processed in the order that they are received.
- Have all items ready to be copied or duplicated as is. No spellchecking or editing of documents will be done at the Production Center.
- Please do not send books to be reproduced. A copy of the section requested should be sent instead. Please be sure that what you are sending is not in violation of any copyright laws.
- Laminating of educational materials will be allowed.
- The Production Center has an industrial paper cutter which can cut a stack of copies at one time. It is requested that these types of jobs include at least 50 copies that will all be cut in a similar fashion.
- Please be sure to fill out the Production Center Job Request form completely and attach it to the materials.
- Please be sure to clearly label all materials that you send to the Production Center with your name and your school.
- Single sheet (including double-sided) copies of 100 or less will need to be done at the building.
- Multiple page packets that require 50 or more copies of each packet can be sent to the Production Center. If the packet is 10 or more pages long and at least 35 copies of the packet are requested, it is acceptable to send the job to the Production Center.
- Booklets with saddle stitching (pages are folded in half and then stapled in the middle of the page to form a booklet) can be sent to the Production Center for duplicating if the minimum requested is over 35 booklets.
- Copies that need to be folded can be sent to the Production Center if the minimum to be copied and folded is over 50 copies.