

ACCESS AND USE OF COPIERS AT ISBC

Statement of Policy and Procedures:

Many need the use of a copier in carrying out their ministries at ISBC. We are designating the Copier located in the New Building for this use. This copier has a number of convenient features such as double sided copying, collating and stapling. This copier is located by the elevators on the lower floor of the East Campus. The East Campus will be unlocked each business day from 9 a.m. to 4 p.m. (There is a code required for the use of this copier. Most adults involved in ministry functions know the code – it is not posted since we do not wish for unsupervised children to “play with the copier”—if you need to use the copier and do not know the code, then call the Church Office.)

The BizHub copier located in the Work Room of the West Campus Office area is more than a copier and the expanded number of features causes it to be prone to problems unless the operator is very familiar with the programming features. These problems sometimes require a service call to correct. Since this copier is essential for the effective operation of the office function we are limiting its use to staff only. If there are unusual circumstances that prevent you from using the East Campus copier, then a staff member can be asked to help make copies on the BizHub..