

METROPOLITAN COMMUNITY COLLEGE

CENTRAL STORES

Fort Omaha Campus
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Rich Hanneman – Director, Administrative Management
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CENTRAL STORES (457-2300)

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Bob Barnes, Supervisor
457-2777

CENTRAL STORES

Contacts

Lori Willenborg, Central Stores Technician

457-2775

Randy Eyre, Central Stores Technician

457-2779

Central Shipping and Receiving

All shipments to the College are received at Central Stores on the Fort Omaha Campus unless previous arrangements have been made otherwise with the Purchasing Department and/or Central Stores. It is the responsibility of Central Stores to receive all shipments and examine the contents to ascertain the condition of merchandise at time of arrival and to verify correctness of the material shipped and received to the material ordered. All shipments are then distributed to the requisitioning departments. NOTE: Central Stores does not examine or check in items purchased on College P-Cards.

Receiving and Checking Deliveries

Departments receiving direct shipments must sign for the material being delivered and immediately check the contents to verify correctness of the order as well as condition of the contents. Although shipments received are examined by Central Stores, it is possible something may have been overlooked or there may be concealed damage; therefore, all shipments should be unpacked and examined immediately and all receiving documents sent to Central Stores.

Reporting Discrepancies

In the event any discrepancies are noted, Central Stores must be contacted immediately and informed of the nature of the discrepancies. All shipping cartons and packing slips must be held intact by the department pending further instructions. Failure to keep shipping cartons and packing slips intact may prejudice the College's right to make and collect damage claims. All discrepancies are to be reported to Central Stores within three working days so that correct paperwork can be processed in time to file the claim.

Central Stores Operation

In all cases where material is available through Central Stores, College employees should order necessary items on the Central Stores Order Form in the Forms Bank, or on a standard requisition and list Central Stores as the vendor.

Pickup and Delivery

Central Stores makes deliveries at Fort Omaha, Elkhorn Valley, South Omaha Campus, ATC, and Sarpy Center every other day. Deliveries will be made at Fort Omaha one day and at the other locations on alternate days. The schedule is flexible and is based on the amount of equipment and material received (limited warehouse space makes this a necessity). Pickup of equipment and materials for repair/return is to be arranged in advance with Central Stores.

Equipment and Materials to be Returned to Vendors

- a. Contact Central Stores
- b. Return Merchandise Form must accompany items and is to include:
 - 1) purchase order number;
 - 2) cost center number;
 - 3) reason for return;
 - 4) disposition (i.e. cancel, replace, color/size, different item, etc.)
- c. Central Stores will make the necessary arrangements to return items to the vendor.
- d. Vendors prefer that items be returned in the original carton/package but not sealed.
- e. Return address label with specific street address, not post office box (return address is frequently different than vendor's main address or billing address and is sometimes different than the address from which the item was originally shipped).
- f. Call Central Stores and arrange for pickup.

Contact Office Depot to return online items purchased directly from them.

Equipment Sent for Repair

- a. Contact Central Stores
- b. Return Merchandise Form must accompany the item and is to include:
 - 1) problem with item
 - 2) service requested (repair/return, inspect /contact prior to repair)
 - 3) any other pertinent information (written instructions)
 - 4) to whom item should be returned
- c. Address label with specific street address (not post office box) and name of contact person
- d. Pack the equipment, preferably in original carton, and do NOT seal package.
- e. Contact Central Stores to arrange for pickup.

Preview Material Returns

Preview material is received with or without a request from Metro. The length of time allowed to preview materials is usually 10 days from the date received--which means material not purchased must be returned to the vendor within that time frame (be sure to read the instructions from the vendor). If a longer preview period is desired, contact Central Stores.

Requirements for Extending Preview Material Time

- a. Complete a comment form or a signed letter of transmittal. A letter of transmittal to request a longer preview period must include:
 - 1) date extension is requested;
 - 2) length of extension requested;
 - 3) name of vendor representative authorizing extension;
 - 4) name of Metro representative making request.

Return of Preview Material

- a. pack the material, preferably in original shipping container;
- b. return address label showing specific street address;
- c. contact Central Stores to arrange for pickup;
- d. copy of original packing slip/invoice.

Mode of Return, Size and Insurance Criteria

Local vendors usually pick up return/repair items at Central Stores except for Office Depot. Items being sent to non-local vendors are shipped via DHL or freight, depending on size and weight. DHL accepts packages weighing up to 100 pounds and measuring no more than 108 inches combined length and girth. DHL shipments are automatically insured for \$100. Be realistic when setting a dollar value; Metro pays a premium for insurance over the \$100. Shipping costs are paid by the cost center shipping the item.

Equipment Inventory and Transfers

Central Stores tracks the location of all College-owned equipment for insurance inventory purposes. If you transfer any equipment in or out of your area, forward a completed Transfer Form to Central Stores which is located in the Forms Bank under title: "Move, Turn-in or Transfer Equipment". When items that need to be inventoried are delivered directly to departments other than Central Stores, the applicable paperwork (packing slips, etc.) should be forwarded to Central Stores. This will ensure that the items are properly tagged for inventory purposes.

Disposal of College Assets

Central Stores shall be solely responsible for the disposition of all excess or outmoded equipment and supplies and shall administer transfer of commodities and/or equipment between operating departments as appropriate. Central Stores may sell or trade in those articles no longer of use to the college where authority to sell or trade is not restricted by contract or statute. College-owned equipment, material, or scrap which no longer is required by the using department should be declared surplus and a proper Transfer Form to this effect sent to Central Stores. The Transfer Form must be properly completed with all information pertaining to description and location of the equipment.

Acquisition of Surplus Property

Information regarding availability of surplus property may be secured by contacting Central Stores. Surplus is ordered by submitting a properly executed Transfer Form to Central Stores and plainly marking the proper selection.

Equipment Trade-In

Central Stores should be notified when an inventory item is used as a trade-in or new equipment. This will insure that the inventory will be updated.

METROPOLITAN COMMUNITY COLLEGE

TRANSFER EQUIPMENT FORM

TRANSFER STORAGE RE-ISSUE AUCTION DISPOSAL

From one Cost Center to Another – or from one location to another
Location, same cost center – To storage for Re-Issue or auction

From Campus

IT FO EV SO
 OC FR SA

To Campus

IT FO EV SO
 OC FR SA

Cost Center # _____ Bldg# _____ Cost Center # _____ Bldg# _____

CC Name _____ Room _____ CC Name _____ Room _____

MCC INV #

Item Description

Serial Number

FROM _____ DATE _____ TO _____ DATE _____

UPON COMPLETION SEND THIS FORM TO CENTRAL STORES FOC BUILDING #25

Contacts

Lottie McCormick, Central Stores Technician

457-2780

Copy Center Services and Procedures

The Copy Center provides the following services for high-volume copying:

- a. copies on white paper, colored paper, letterhead;
- b. standard, legal or three-hole paper; 11" x 17"
- c. one-sided or two-sided copies;
- d. copy reductions and enlargements;
- e. collating, stapling, folding, binding;
- f. color printing

Runs of less than 100 copies are best completed on the small copiers located in offices at each campus. All jobs sent to the Copy Center, Fort Omaha Campus Building #25, must be accompanied by the Copy Center Request Form (located in the Forms Bank). All areas of the form must be filled out accurately to ensure the job is done properly and promptly.

How to send copy request to Copy Center

1. Send original copies to FOC building 25 using intercampus mail
2. E-mail to CopyCenter@mccneb.edu
3. Place jobs in the Copy Center Folder. To send to the Copy Center Folder
 - Click File
 - Save as
 - Click on my network places
 - Entire network
 - Microsoft windows network
 - Mccnet
 - Mccdata2
 - Copy Center folder

You can create shortcut on desktop by
Locate the copy center folder in explorer
Restore the explorer window so you can see you're desktop
Click on create shortcut here
Rename the shortcut if desired.

4. Send directly to our 6100 printer. To load the print driver
 - Go to my computer
 - Control panel
 - Select printer
 - Select add printer
 - Welcome to add printer wizard
 - Select next
 - Select printer name
 - Type in \\focprt2\censtr#3pcl
 - Select next
 - Default printer select no
 - Next
 - Finish
 - Should see screen that shows
 - Name: censtr#3pcl on focprt 2
 - Default: no
 - Location: FOC bldg 25 room 102
 - Comment: Xerox Doc-u-tech 6100 copier

Turnaround Time

100-1,000 copied pages	one to two working days
1,000-2,500 copied pages	two to three working days
	2,500+ copied pages depends on size and nature of job (notify the Copy Center in advance to make arrangements)

Paper

The Copy Center provides white, 20 lb. letter-size, legal-size, three-hole, and 11" x 17" paper. The Copy Center provides pastel colors: blue, yellow, green, and pink in 8 ½ x 11 paper. The requester must supply all other paper such as letterhead and specialty colored paper.

Masters/Originals

The best copies result from a master electronic copy or one that is printed in black ink on one side of white, 20 lb. bond paper. Masters to be reproduced on letterhead should be printed on white bond paper (NOT letterhead). Master copies should **not** be stapled, as that will cause machine jams and possible damage to the master copy. If a master copy includes a paste-up area, it is better to tear the edges of the paste-on rather than cut it. A torn edge improves the quality of the final copy. Make sure your paste-ons are taped down on all four sides.

Copyright Material

It is illegal to duplicate copyrighted material unless permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction rights provisions of the copyright law. Any copyrighted material forwarded to the Copy Center for reproduction without prior written permission enclosed from the copyright owner will be returned unprocessed.

College Copyright Guidelines for Instructional Materials

Single Copies

A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:

- a. a chapter from a book;
- b. an article from a periodical or newspaper;
- c. a short story, short essay or short poem, whether or not from a collective work;
- d. a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

Multiple Copies

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- a. copying meets the tests of brevity and spontaneity as defined below; and
- b. copying meets the cumulative effect test as defined below; and
- c. each copy includes a notice of copyright.

Definitions

Brevity

Poetry

- 1) a complete poem if less than 250 words and if printed on no more than two pages;
- 2) excerpt of no more than 250 words from a longer poem.

Prose

- 1) a complete article, story or essay of less than 2,500 words;
- 2) an excerpt of no more than 1,000 words (or 10% of the work, whichever is less), but in any event a minimum of 500 words, from any prose work.

Each of the limits stated in the definitions above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.

Illustration

One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue.

“Special” Works

Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations, and which are intended sometimes for children and at other times for a more general audience, fall short of 2,500 words in their entirety. “Prose” above, notwithstanding such “special works,” may not be reproduced in their entirety. However, an excerpt comprising not more

than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity

- 1) The copying is at the instance and inspiration of the individual teacher; and
- 2) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- 1) The copying of the material is for only one course in the school in which the copies are made;
- 2) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term;
- 3) There shall not be more than nine instances of such multiple copying for one course during one class term.

The limitations stated in #2 and #3 above shall not apply to current news periodicals, newspapers and current news sections of other periodicals.

PROHIBITIONS AS TO "SINGLE COPIES" AND "MULTIPLE COPIES" ABOVE

Notwithstanding any of the above, the following shall be prohibited:

- 1) Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there-from are accumulated or reproduced and used separately.
- 2) There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- 3) Copying shall not:
 - a) substitute for the purchase of books, publishers' reprints or periodicals;
 - b) be directed by higher authority;
 - c) be repeated with respect to the same item by the same teacher from term to term.
- 4) No charge shall be made to the student beyond the actual cost of the photocopying.

SOURCE: Circular R21, *Reproduction of Copyrighted Works by Educators and Librarians*, US Copyright Office, Library of Congress, Washington, DC, April, 1978.

METROPOLITAN COMMUNITY COLLEGE

Fort Omaha Campus Building 25
Copy Center Request Form
457-2302

Date: _____

Requester Name: _____ I.D. # _____

Campus/Building: _____ Telephone # _____

Department Name: _____ Acct# _____ 5215
FUND LOC COST CENTER OBJECT

No of originals _____ No. of Copies _____ Date Required _____

Stock Specifications

- White Bond
- 3 Hole Paper
- Letterhead*
- Color Paper*

Paper Size

- 8 1/2 x 11
- 8 1/2 x 14
- 11 x 17

Print In Black & White

- One Sided D1 _____
- Two Sided D2 _____

* Indicates Requestor must supply except color & size listed

- Blue 8 1/2 x 11 only
- Yellow 8 1/2 x 11 only
- Pink 8 1/2 x 11 only
- Green 8 1/2 x 11 only

Color Printing

- One Sided D3 _____
- Two Sided D4 _____

Print Business Cards D5 _____

- Hot Glue Binding**
Minimum pages 20
Maximum pages 110

- Comb Binding**
- Spiral Binding**
- Cut** # of Cuts _____

STAPLING

- Upper left
 - Upper left landscape
 - Two Book staple
- Stapling up to 70 pages

FOLDING

- Letter Fold (3rds)
- Single Fold (1/2)
- Double Fold (1/4)
- Z Fold

- Collate
- Do not Collate

Further Instructions:

Date Completed _____ By Copy Center Operator: _____

MAILROOM

457-2301

Contacts

Robert Branch, Central Stores Technician	457-2782
Dan Stalnaker Jr., Central Stores Technician	457-2778

Services

The Mailroom provides the following services:

- a. Pickup and delivery of U.S. mail, intercampus mail and payroll checks for Metro offices;
- b. Delivery of U.S. mail to and from U.S. Post Office;
- c. Hand delivery of mail to Board of Governors members.

Intercampus Mail

Inter-department/intercampus mail is to be placed in 9"x12" intercampus envelopes. An intercampus address label needs to be completely filled out. Information includes the date, recipient's name or department, campus/building number and sender's name.

US Mail and UPS

The Mailroom will meter only official MCC mail. This mail must be to Central Stores by 3:00 p.m. to give time to meter for afternoon delivery. Parcels may be sent by either U.S. mail or by UPS, DHL, or FedEx (NOTE: They all require a street address--they will not accept PO Box numbers).

Senders should complete certified mail slips as required (slips may be obtained from the mailroom). If insurance coverage is required, place a removable slip on the parcel stating the amount of insurance desired. (Be sure to provide a street address, since insured goods are usually sent via DHL.)

Returned Material

Material to be returned to a vendor should have a copy of the Letter of Transmittal attached to the outside of the package for file in Central Stores. The Letter of Transmittal should reference the purchase order number; date of order, reason for return; disposition and vendor's return authorization.

Mail Pickup and Delivery

The pickup and delivery of U.S., interdepartmental and intercampus mail is made to/from a single centralized area at each campus/building.

Mailing Request Form

The Mailing Request Form must accompany mailings of 100 pieces or more. The form should be fully completed to allow proper charge-back to the appropriate department.

Schedule

7:00-7:45 am--	U.S. mail is picked up from main post office (11th & Pacific)
8:00-9:00am--	Sort US mail and load van.
9:00-10:00am--	Delivery Fort Omaha Campus mail in the following order (times are approximate due to circumstances and mail loads):
	Building 30 Building 10
	Building 32 Building 8
	Building 1 Building 9
	Building 2 Building 17
	Building 3 Building 18
	Building 4 Building 20
	Building 5 Building 21
	Building 25
10:00-10:15 am--	Mail delivery and pickup at Connector Building/SOC
10:15-10:30 am--	Mail delivery and pickup at SOC
10:30-10:45 am--	Mail delivery and pickup at ITC
10:45-11:15 am--	Mail delivery and pickup at Sarpy Center
11:15-11:45 am--	Mail delivery and pickup at EVC
11:45-12:15 pm--	Mail delivery and pickup at ATC
12:15 -12:30pm--	Travel back to FOC
12:30-1:30 pm--	Lunch
1:30 pm--	Mail delivery and pickup at Fort Omaha Campus at following buildings:
	Building 30 Building 15
	Building 1 Building 16
	Building 2 Building 17
	Building 3 Building 18
	Building 4 Building 20
	Building 5 Building 21
	Building 10 Building 25
	Building 8
	Building 9
	Building 14
2:15 -3:30 pm--	Sort, categorize and meter all US mail.
3:30pm--	Delivery U.S. mail to U.S. Post Office.

All times are approximate due to amount of US and interdepartmental mail, road conditions and mailroom staff available. Bulk mailings and special projects are worked in on free time.

Primary responsibility of Mailroom personnel is the pickup and delivery of U.S., interdepartmental and intercampus mail, for which the van is designed.

Exceptions

In emergency conditions as coordinated through Central Stores, the Mailroom personnel will pick up equipment and materials for return or repair at established mail areas.

METROPOLITAN COMMUNITY COLLEGE

MAILING REQUEST FORM
Fort Omaha Campus Building 25
Phone 457-2301

Date _____

Requester Name _____

Requester I.D. # _____

Department _____

Account Number

5211

Fund location cost center Object code

Item #	Description	Quantity	Cost/Each	Total Cost
1	Letters First Class			
2	Standard Mail Permit 526			
3	Flats			
4	Catalogs			
5	Certified Mail			
6	Return Receipt			
7	Other Mail (Please Specify)			
8	Other Mail (Please Specify)			