



Stony Brook University

*Department of Music*

## **Student Copying and Printing Policies 2025-26**

### **Personal Copying and Printing**

- All personal copying and printing, including seminar readings, papers, scores, and recital flyers, must be done at the campus SINC (Students In Need of Computers) sites.
- Melville Library has a number of printing options and is best equipped to handle all student printing needs.
- The Music Library has MAC computers for general use.
- For a list of SINC site locations and more information, including about the free printing allotment, visit <https://it.stonybrook.edu/services/sinc-sites>
- There is also copier in the main lobby of the Music Building (1<sup>st</sup> floor) that all students may use.

### **TA Copying and Printing**

- TA printing should be done using the Main Office copier.
- Main Office hours are Monday through Friday, 9am-5pm, with the exception of some holidays.
- It is **your** responsibility to print items. Office staff will not print items or make copies for students. Therefore:
  - Be sure to have a hard copy to use to make copies
  - Another option is to place items on a USB drive that can be inserted in the copier to make copies. The USB drive must be smaller than 8 gigs.
  - Please allow plenty of time, as others may be using the copier right before your class, and you may need to go elsewhere to print.

**Thank you for your adherence to these policies!**