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GUIDELINES – PHOTOCOPYING REQUEST

1. A limited photocopy service is available.
2. Class members do not have to receive class notes.
3. It is recommended, where possible, all Presenter's notes are emailed to class members.
4. Where a Presenter or class member does not have email access, notes will be photocopied on behalf of Mudgee U3A by the Secretary.
5. Charges may apply at the discretion of the Committee.
6. Where a copying service is required please complete a ***"Photocopying Request Form"*** and submit to the Secretary, 7 days prior to need.

Committee Endorsed on: 12th November 2018