

Summer 2007

The University of Iowa  
Business Services  
quarterly newsletter

# into print

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## Time to send course pack materials

*CopyHawk student employee Henry LeSueur adds GBC binding to a course pack for a Department of Psychology course. Staff member Gary Sammons is in the background. The Centers have already printed a number of course packs for fall semester and encourage faculty to continue sending materials early to ensure timely completion.*

## Faculty: make UI Copy Centers your source for course packs

**Copy Center Services is uniquely positioned to produce the most convenient, most economical, and best quality course packs for you and your students.**



UI faculty members who publish course packs (educational materials that supplement or replace textbooks for the courses they teach) have this on-campus resource literally at their fingertips.

### Convenient for you

The Copy Centers encourage network file transmission—place orders and send files from your computer through the web to our server. We print your materials on a high-speed digital printer and electronically archive them to ensure fast turnaround for reprints. We'll produce CDs to supplement the printed

material on request. We can even make updates and corrections to archived files for you.

Course packs containing no copyrighted information and fewer than 500 pages can often be finished in a week. For course packs that do contain copyrighted work, we will obtain the proper permissions for you, but we need your materials four to six weeks before you expect the course pack to be finished.\*

### ...and for your students

Copy Center staff will come directly to your building early in the semester and sell course

*(continued on page 2)*

## Delivery-point validation required for mail discounts



As of August 1, mail customers who pre-sort and intend to claim discounted postage rates must have their address files cleansed using an approved process. The Postal Service began requiring customers to use its new software, Delivery Point Validation (DPV), to ensure the accuracy of address information on that date.

DPV enables mailers to identify potentially undeliverable addresses in their mailing lists. The current address-matching software products can only confirm whether an address falls within the low-to-high address range encoded for the named street. DPV, however, indicates whether the address actually exists.

Customers who use Central Mail's automated addressing will have their files cleansed

*(continued on page 5)*



## Close enough for government work...

...and mighty close it is. The postage remaining on a Central Mail meter recently was a minute one-thousandth of a cent. But it had to be applied to a mail piece, for accounting purposes. Staff used a new meter to add the



remaining postage — 38.999 cents. Picky, picky, picky.

## Education & Outreach

### Central Mail

“Everything You Always Wanted to Know About Central Mail Services” provides an open forum on mailing that will allow for a wide range of discussion; any and all mailing questions are encouraged. It is scheduled for September 12, 11 a.m. to noon. Register for the class through UI Learning and Development, [www.uiowa.edu/~fusstfdv](http://www.uiowa.edu/~fusstfdv). Also, Central Mail makes presentations

tailored to each department’s mailing needs, to provide information and money-saving suggestions. Contact Chris Kula.

### Orientation

Business Services staff participate in Learning and Development’s monthly new faculty and staff orientation sessions. Contact Linda Noble, Parking and Transportation, or Jenean Arnold, other departments.

### Tours

Groups are welcome to tour Printing, Mail, and General Stores at the Mossman Building. Contact Jenean Arnold.

See the directory on page 7 for staff contact information.

(continued from cover)

## Make Copy Centers your source for course packs

packs to students after class if you wish. Students may pay cash or charge the packets using their student ID. The University Book Store at IMU stocks course packs, too. We print reorders on demand from archived files, providing the exact quantity needed, typically within 24 to 48 hours and sometimes less.

### Economical

UPACS are affordably priced because our aim is to serve the University, not make a profit. We charge five cents per black-and-white copy, while the alternatives—your students either download and print the files themselves or buy the packets from a commercial copy shop—can cost as much as fifteen cents per copy. We also provide your instructors’ desk copies free of charge.

### Quality product

Each page in a course pack is produced as a first-generation print from a digital file on a high-resolution printer. We will scan and clean up images on request. You may choose from a wide range of paper colors and weights, order color copies for photos and illustration, and select your preferred finishing: GBC binding,

stapling, tape binding, or shrink wrapping.

### To order

Call the UPACS office, 335-3410, to ask for an order form, or you may complete it by phone. You will need a requisition or an m-number, available from your department’s office staff. For more information contact Ken Knopik (UPACS office, 208 IMU Iowa House, 335-3410, [upacs-printing@uiowa.edu](mailto:upacs-printing@uiowa.edu)), or check our website at [www.uiowa.edu/~printsvc/docsvcs/upacs.html](http://www.uiowa.edu/~printsvc/docsvcs/upacs.html).

**\*About copyright:** Many course packs contain some combination of original manuscripts, book excerpts, published journal articles, photographs, and illustrations. Copyright law protects these original works of authorship, published and unpublished. The copyright owner must grant permission to use the work; it is valid for one-time use only. The fair use doctrine permits limited portions of works to be used, but course packs usually do not qualify as fair use. Obtaining the permissions can take several weeks in some instances.



## Central Mail celebrates



Happy seventy-fifth birthday, Central Mail! The first listing for the SUI Mailing Department, as it was called then, appears in the Fall 1932 university directory (herd book), according to David McCartney, archivist in the UI Libraries’ Department of Special Collections.

Over the years the mailing service went through several different configurations and moved a few times. It landed at the Mossman building in 1996 and has since evolved into Central Mail Services, providing parcel, metering, and bulk mail assistance to the University of Northern Iowa as well as UI, and distributing intracampus and incoming Postal Service mail here on campus.

## Be aware (or beware) the office supply competition



“My company can save you lots of money on office supplies. Everything is cheaper from us. We have the best service. We beat them all the time. Everyone on campus is ordering from us!”

I am sure your department has heard such comments from office supply vendors, some local, some national, some legitimate, some maybe not. They may contact you by telephone, email, or in person. So how should you respond?

First, thank you for turning them down. General Stores manages a University-wide contract which focuses on obtaining the best pricing and quality for office supplies. It is a multi-million dollar statewide contract that includes Iowa State University, the state of Iowa, and several cities and municipalities—and the list is growing.

The suppliers who are begging for your business most likely had a chance to bid on the contract and either did not do so or bid too high. Because they did not get the bid, they now want to come in the back door, without successfully going through the bid process.

The University of Iowa, through General Stores’ contract management, has access to more than 30,000 items at OfficeMax. We spend considerable time making sure we have the best pricing, concentrating on the top 1,000 items. It is convenient for a vendor to compare items to our contract but substitute different manufacturers or stock numbers. If you find we have a higher price on an item,

let me know. I can either find the OfficeMax stock number for an accurate comparison, or, in the unlikely event that our price is not competitive, I can seek a price adjustment from OfficeMax. Our contract does not set pricing by individual department or request, but is consistent throughout the University and the other institutions. It makes it unnecessary for departments to each have an office supply buyer.

Our OfficeMax contract has saved UI departments over \$700,000 in the past thirty months. General Stores offers online MFK ordering through MIGS and Pcard ordering directly from OfficeMax.

We just completed our best year ever at General Stores. Our OfficeMax issuances are up 10 percent (19% at UIHC) over last year. This tells us our campus customers think our pricing, quality, and service are the best.

So, what to tell the vendors? Let them know we already have an office supply contract that is managed by General Stores, and, since General Stores provides this service, you do not have to spend time as an office supply buyer. Tell them they can bid on this contract when it comes up for renewal. If they have questions about the process, tell them to contact Anne Sopher at University of Iowa Purchasing, 319-335-5078. You can also ask to be removed from their email and telephone contact lists.

Then tell them thank you and go back to doing your job—because you can count on us to do ours. Gary Anderson

## Order print quantity for entire mailing list



Sometimes when we use offset printing for a newsletter, letter, card, or other material to be mailed, we have to do another print run immediately because the quantity ordered falls short of the number of names on the mailing list.

Guess what? With offset, it costs far more to print a given number of pieces in two runs than in one run. It takes extra time, too. Some people avoid extra costs by deleting names from their mailing list when this happens. This, too, takes extra time, and it reduces the publication’s reach due to a smaller audience.

Save time, money, and headaches with this simple solution: Make sure you order enough printed pieces. Count the number of entries on your mailing list and add a few more if you expect additional requests. Then fill out your order. That’s it.

Contact your Printing Department customer service representative or Helen Wilson at Central Mail with questions.

## '08 parking rates

### Public rates

Cashiered facilities ..... \$ .85/hour,  
\$14 maximum

### Permit rates

Ramp reserved ..... \$75/mo  
Surface reserved ..... \$44/mo  
Hancher/Arena lots ..... \$28/mo  
Commuter lots ..... \$19/mo  
Motorcycle ..... \$75/year  
Surface night ..... \$22/mo  
Night and weekends ..... \$8/mo  
Ramp night ..... \$44/mo



## CopyHawk offers parcel shipping via UPS



Students, staff, faculty, and campus visitors are now able to ship packages via UPS at the IMU CopyHawk. Cash, checks, and student and staff IDs are accepted.

“We can provide packaging. We weigh, fill out the shipping label, and ship it out,” says CopyHawk employee Kathy Gregory. “We have a 3 p.m. cutoff time for same-day shipment.”

Any individual may use the service. “A lot of folks from the summer writing program have stopped in to have us ship things home for them, like books they’ve purchased, so they don’t have to carry them around or take them on the plane,” Gregory says.

Departmental shipments must still be made directly through Central Mail, using the online shipping forms at [www.uiowa.edu/~fuscmal](http://www.uiowa.edu/~fuscmal).



## P&T adds student vehicle registration to online services



Parking and Transportation has launched an online application which allows students to register their vehicles through ISIS. Students may also use this application to register their bicycles and apply for semester bus passes.

The application, created by the Information Management team in Finance and Operations, is intended to make it easier for students to have access to Parking Services. Now, students can complete their registration at home instead of coming into the Parking office. P&T will also benefit from the application because it reduces the amount of data entry required of staff and streamlines pro-

cesses. It became available to students in early July.

Previously, the majority of vehicle registrations had to be completed in person. Only preregistration for residence hall storage permits and renewal permits for the Hancher, Finkbine Commuter, and Hawkeye Commuter lots were done by mail. This amounted to approximately 900 permits. With the online program, almost all of the 6,000 student permits and 2,000 semester bus passes can be issued without the students ever having to step into the Parking office.

For more details, go to [www.uiowa.edu/~parking/announcements.html](http://www.uiowa.edu/~parking/announcements.html).  
*Michelle Ribble*

## Anderson, Hennager attend national Surplus conference at ISU



Gary Anderson and Joseph Hennager attended the University Surplus Property Association's national conference in Ames, Iowa, in April. Topics included environmental issues, safety, student labor, online marketing, data destruction methods and documentation, and identify theft. The conference was a good mix of classes, break-out sessions, and networking. The forty-nine participants represented twenty-nine colleges and universities in twenty states. *Gary Anderson*

## Together at last: Lost and Found goes home

The University Lost and Found moved this summer from the IMU parking ramp to the offices of Public Safety in the lower level at University Capitol Centre. It had been housed at the ramp and operated by Parking Services due to lack of space in Public Safety, which had administrative responsibility.

The new Campus Mail addresses are: Public Safety, 808 UCC; and Lost and Found, 809 UCC.

The U.S. Postal Service address is: 808 University Capitol Centre, Iowa City IA 52242-5500.

## Mailing Smarter

### A place for everything

**Make sure your return address and any other post address is not within the OCR Read Area.** Otherwise your mail may be returned to you instead of the mailing address intended.

**Leave enough room for the address.** Central Mail asks that you leave a 4x4-inch area for spraying addresses on.

**Do not have copy in the barcode clear zone.** If you do, the Post Office may cover it with white tape.

**Central Mail is your best friend** when it comes to saving your money. The earlier you consult with us in the design process, the more impact we can have in helping reduce your postage costs and speeding your mail through the postal system. *Chris Kula*










### Contact us when you have questions about your digital color orders

When will my job be finished? What will it cost? How do I make a pdf file?

Any time you have questions about a printing order being produced in the Printing Department's digital press area, email the staff at: [printing-dig@uiowa.edu](mailto:printing-dig@uiowa.edu). If you need to call, the phone numbers there are 384-3724 and 384-3755.

## Legend

-  central mail
-  equipment rental
-  general stores
-  laundry
-  parking & transportation
-  printing
-  surplus

## Copy Centers reach out to new students, parents at Orientation



*Copy Center customer service representative Marge Kline, left, distributes information about the Centers' services to Pat Cicero of Western Springs, Illinois, during an Iowa Information Fair in July. Cicero, the parent of an incoming student, is attending a two-day summer Orientation program.*



In order to increase student awareness of the Copy Centers, customer service representative Marge Kline participated in this year's Information Fairs during summer Orientation for new students. Her exhibit focused on what's available at CopyHawk, particularly self service, a customer work area, postage sales, and UPS shipping.

"I spoke with a mix of students and parents," she says. "A lot of parents were looking for information while their students were in sessions."

All new students must attend Orientation, which is conducted by the Office of Admissions. They register for fall semester, meet their academic advisors, and learn about academic requirements and campus resources. Parents receive similar information in separate sessions. The nine, half-day Information Fairs take place at the Iowa Memorial Union.

**If you use mailing labels, make sure to have the address files cleansed before printing them.**

*(continued from cover)*

## Delivery-point validation required for mail discounts

prior to address application. The AccuZip software which Mail uses will apply DPV after addresses are cleansed. Those who use mailing labels should have their address lists cleansed before printing them. We highly recommend you send them to Central Mail for this. When the Post Office provides address corrections, mailers must incorporate them before their next mailing.

Improving the quality of address information benefits both the mailer and the Postal Service: the mailer from reduced mailing costs and other costs associated with handling inaccurate addresses, and the Postal Service from reduced volumes of undeliverable-as-addressed mail, resulting in lower processing and handling costs.

## Construction, services, alternative transportation = productive year



Fiscal 2006 was another busy year for Parking and Transportation. Construction projects, new services, and increased participation in alternative modes of transportation were among the highlights presented to the Regents in March. Besides providing nearly 15,400 parking spaces for visitors, faculty, staff, and students (an increase of 745 parking spaces since February 2006), the University has

Completed the Melrose Avenue parking ramp expansion, which provides 599 spaces south of the Field House;

Completed the reconstruction of Kinnick Stadium, which opened up several hundred displaced spaces and moderately expanded parking capacity for UIHC employees;

Implemented a new parking permit for physicians that allows 100 faculty-clinicians to park adjacent to UIHC or the Carver College of Medicine;

Expanded the number of spaces leased from the City of Iowa City to 467;

Continued to accommodate peripheral parking facilities with Cambus. Cambus service links nearly 7,000 parking spaces in peripheral lots to the center of campus. During fiscal year 2007, Cambus provided more than 24,000 hours of service;

Managed commuter programs such as van and car pools and discounted bus passes for the Iowa City and Coralville transit systems. Van pool participation reached an all-time high of 788 members during 2006, and overall membership in commuter programs increased by 260 participants;

Installed a proximity card access system to control parking gates at 25 facilities. This system provides greater flexibility, better monitoring, and better off-peak utilization; and

Created an online waiting list for faculty and staff, which allows them to update their preferred parking options and check their position on the waiting list. *Michelle Ribble*



## Every day an adventure

*Student employee Elias Simpson tests a scissor lift at Surplus. Within a few days the lift was sold. Other equipment in stock this summer has included microscopes, weight-lifting equipment, vehicles, a hairdresser's chair, photo enlargers, literature racks, and surveying equipment. University departments, small business owners, area schools, nonprofit organizations, and individual shoppers are typical clientele at Surplus.*



## Character Counts

### Meet Matt Neely



As the main computer guy at Surplus, Matt Neely manages the repair, cleaning, reselling, and disposal of cast-off computers from all over campus. In doing so, he works right along with his staff.

"I've fixed thousands of computers. Maybe tens of thousands. The computers we get are often broken or have missing parts. We have to determine if they have value," he says. "We check to see that departments have wiped them. As a last line of defense, we put them through our wiping process."

"The most important thing I do here is make sure no data leaves campus. We—my staff and I—developed a system to both wipe and track the hard drives. I try to pick a good staff that will be up to the challenge. Sometimes we get pretty hectic around here, so I want people who are technically capable and motivated. We're lucky to have them."

"I like working with students and with my coworkers. I like the atmosphere. You're never bored here. Ever. There's always something interesting or exciting to do," he says.

In the 1990s Matt worked as a student employee in Physics and Astronomy. He processed images of incoming satellite data and assisted in a "clean room" where satellite instruments were constructed. Later, he worked at the department's Astronomical Observatory, a facility south of Iowa City which housed a 24-inch diameter telescope. A 24-foot rotating dome opened for viewing the sky, while a hydraulic lift moved the floor up and down around the telescope. Matt lived there and looked after the building, grounds, and instruments; performed data analysis; and conducted sky tours.

"I really enjoyed doing the sky tours for kids. It's a rush to see a kid look at the moon for the first time with a big telescope. It's almost like you're standing right on it," he says.

"I loved living in the country, too. It was nice that I didn't have to haul a giant telescope around!" Skywatchers who live in town, he explains, must disassemble and carefully pack the telescope, haul it to a vehicle, load it, drive to a dark site, unload, unpack, and reassemble it. When it's time to go home, they must repeat the process. It takes commitment.

The observatory was demolished last year, and the University donated the telescope to the Cedar Amateur Astronomers club, to which Matt has belonged since age twelve. "We're planning to build a structure for it at Palisades Dows Botanic Preserve in Linn County," he says. "The telescope will be back."

## Assistant manager appointed for Parking Services



Linda Hochstedler has joined Parking and Transportation as the new assistant manager for Parking Services. Her office's responsibilities include issuing faculty, staff, student, and temporary parking permits; making parking lot assignments and maintaining waiting lists; and processing payment for parking tickets. She started working in her new position in April.

Previously Hochstedler worked for the Tippie College of Business School of Management, as marketing director in its Cedar Rapids Center. The college conducts an MBA program for business professionals there. She holds a Bachelor of Business Administration degree from Mount Mercy College in Cedar Rapids.

### In memoriam

## Judy Stromer, former Central Mail employee, dies in auto accident

Judy Stromer, a former Central Mail employee, died May 26, 2007, from injuries she received in a car accident near Ladora, Iowa. She was a UI graduate, with a degree in anthropology. She enjoyed traveling, reading, and her pets. She was devoted to her family, which includes four daughters, their families, and her father. A "Character Counts" article featured her in the November/December 1998 issue of *Into Print*.



## Staff volunteer to work UI exhibit at state fair

Business Services employees Gary Anderson, Chris Kula, Judy Rockafellow, and Rhonda Weaver have volunteered to work August 14 at the University's exhibit at the Iowa State Fair in Des Moines. Staff from Business Services have worked at the Fair for several years.

It is a great way to meet people from all over the state and let them know not only what is going on at the University of Iowa, but also the benefits we provide for everyone in the state. It is interesting to see high-school students picking up literature on different aspects of the University and their excitement when they talk about becoming students and Hawkeyes. *Gary Anderson*

### Administration

[www.uiowa.edu/~businvc](http://www.uiowa.edu/~businvc)  
Mary Jane Beach, director...335-0060  
Gary Anderson,  
associate director...384-3917

### Human resources

Rhonda Weaver...384-3711

### Information technology

Jason Prell, manager...384-3752

### Marketing

Jenean Arnold...384-3723

### Central Mail Services

[www.uiowa.edu/~fucsmail](http://www.uiowa.edu/~fucsmail)  
178 MBSB  
central-mail@uiowa.edu, fax 384-3806  
Chris Kula, manager...384-3809  
Bill Burch, supervisor...384-3975  
Helen Wilson,  
customer service...384-3802

### Bulk mail...384-3802

Dan Coburn, Joel Yedlik,  
Cindy Yenter

### Campus Mail...384-3800

Mike Ealy, Roger Harris, Ron Jenn,  
David Larsen, Tom Lehman, Alex Pop,  
Larry TeBockhorst, Florin Veltorean,  
Carol Waldschmidt

### Mail metering, shipping...384-3804

Jeff Britt, Bob Hill, Patrick McDonald

### Copy Center Services

[www.uiowa.edu/~printsvc/docsvcs/copyctrs.html](http://www.uiowa.edu/~printsvc/docsvcs/copyctrs.html)  
Chris Kula, manager...384-3809  
Marge Kline,  
customer service...384-3717  
Mark Robe, deliveries...331-5968

### Copy Centers

Boyd Law Building...180 BLB  
dclblb-printing@uiowa.edu  
335-9138  
CopyHawk...41 IMU  
dcimu-printing@uiowa.edu  
335-2699, Fax 353-2034  
Mossman Bldg...162 MBSB  
dccbbsb-printing@uiowa.edu  
384-3721  
Med Labs...3110 ML  
dcml-printing@uiowa.edu  
335-8788  
Pappajohn Bldg...C102 PBB  
dcpbb-printing@uiowa.edu  
335-0861  
UPACS and Copyright Services...  
208 IMU, Iowa House  
upacs-printing@uiowa.edu  
335-3410, fax 353-2447

### Equipment Rental

[www.uiowa.edu/~fusmm/rental.html](http://www.uiowa.edu/~fusmm/rental.html)  
184 MBSB  
Fax 384-3924  
Gerry Miller, manager...384-3922  
Edward Allgood...384-3923  
Steve Fulwider...384-3925

### General Stores

[www.uiowa.edu/~fusmm/ustores.html](http://www.uiowa.edu/~fusmm/ustores.html)  
183 MBSB  
Fax 384-3918  
Customer service...384-3906  
Gary Anderson,  
associate director...384-3917  
OfficeMax customer service...384-3908

### Online ordering (MIGS, SIGS)

Judy Rockafellow,  
office manager...384-3906

### Central receiving, shipping

Joel Tresslar,  
delivery supervisor...384-3905

### Gas cylinders

1225 S Gilbert St.  
Fax 335-6100  
Steve Poggenpohl,  
supervisor...353-2916

### Laundry Service

[www.uiowa.edu/~laundry](http://www.uiowa.edu/~laundry)  
100 L  
335-4940, fax 335-4945  
Dave Gray, manager...335-4951  
Ed Godar, IT support...385-4940

### General, health-care linen service

Alice Kyle, supervisor...335-4958

### Uniforms, dust control service

Monica Fuhrmeister,  
supervisor...335-4953

### Parking and Transportation

#### [www.uiowa.edu/~parking](http://www.uiowa.edu/~parking)

#### Administration

Fax 335-6647  
David Ricketts, director...335-8628  
Ann Greenzweig...335-8880  
Starr Jennings...335-8663

#### Project development

Dan Barnhart...335-8313, fax 335-6649

#### Technical systems

LeAnna McGuire...353-5771

#### Cambus

cambus-dispatching@uiowa.edu,  
fax 335-6647  
Brian McClatchey, manager...335-8632  
Information...335-8633  
Bionic Bus...335-7595,  
bionic-bus@uiowa.edu  
Maintenance facility...335-5208

#### Commuter Programs

commuter-programs@uiowa.edu,  
fax 335-6649  
Michelle Ribble, manager...384-4457  
Information, ridesharing, bicycles,  
vanpooling...353-5770

#### Fleet Services

603 S. Madison St.  
motor-pool@uiowa.edu, fax 335-5865  
Mike Wilson, manager...335-5088  
Information, dispatch...384-0564  
Shops, service...335-5102

## Business Services Directory

### Parking Facilities Operations

facilities-dispatch@uiowa.edu,  
fax 335-6649  
Jeff Rahn, manager...353-5774  
Information, dispatch, cashiering,  
maintenance...335-8312

### Parking Services

parking-office@uiowa.edu,  
fax 335-2826  
Linda Noble, manager...335-1473  
Linda Hochstedler,  
assistant manager...335-1475  
Information, permits, billing, bus  
passes, reporting:  
Field services...335-1481  
Hospital ramp 2...335-8924  
IMU ramp...335-1475  
Lost and found...335-1483

### Parking facilities

Dental lot...335-8316  
Family Care Center...335-8746  
Field House lot...353-5648  
Hospital Ramp 1...335-8315  
Hospital Ramp 2...335-8300  
Hospital Ramp 3...335-9703  
Hospital Ramp 4...353-4273  
IMU Ramp...335-1472  
Library lot...335-5206  
Lot 13...353-5083  
Lot 14...353-5300  
Newton Road Ramp...384-4573  
North Campus Ramp...335-0271

### Publications Order Service

183C MBSB  
Debra Harland...384-3808

### Printing Department

[www.uiowa.edu/~printsvc](http://www.uiowa.edu/~printsvc)  
100 MBSB  
384-3700, fax 384-3707  
Gary Anderson,  
associate director...384-3917

### Customer Service

Steve Wilson, manager...384-3705  
Courier...331-5968

### Customer service representatives

Susan Pauley...384-3708  
Stan Reuter...384-3729  
Kim Scott...384-3709

### Accounting

Carol Iles, manager...384-3701

### Color poster printing

Cynthia Fruendt...384-3738

### Digital color imaging

Mike Cash, manager...384-3724  
Kim Burda...384-3755

### Design

Leigh Bradford...384-3737

### IT support

Terrell Hunter...384-3734  
Chris Swart...384-3718

### Preparation

Sandie Herwig, manager...384-3713  
Joan Stearns, copy editor...384-3722

### Prepress, preflight

Chris Swart, supervisor...384-3718

### Production

Steve Wilson, manager...384-3705

### Scanning

Sandie Herwig, manager...384-3713

### Wide media

Janet Wieland, supervisor...384-3748

### Surplus

[www.uiowa.edu/~fusmm/surplus.html](http://www.uiowa.edu/~fusmm/surplus.html)  
1225 S. Gilbert St.  
335-5001  
Joe Hennager, manager  
Tim Blake, assistant manager  
Matt Neely, computer sales...353-2962

### Address updates, anyone?

If the mailing address on the back of this page is incorrect or if you wish to be added to our mailing list, fill out this form and return it through Campus Mail to: *Into Print*, 126C MBSB, or e-mail [jenean-arnold@uiowa.edu](mailto:jenean-arnold@uiowa.edu). This newsletter is also posted on the web at: [www.uiowa.edu/~printsvc/intoprint/intoprint.html](http://www.uiowa.edu/~printsvc/intoprint/intoprint.html).

\_\_\_\_ Please correct my mailing label.

\_\_\_\_ Add my name to the *Into Print* mailing list.

\_\_\_\_ Delete my name from the *Into Print* mailing list.

\_\_\_\_ Make these changes on General Stores' mailing list.

name \_\_\_\_\_

department \_\_\_\_\_

room # \_\_\_\_\_

bldg \_\_\_\_\_

## We are Business Services

Central Mail

Equipment Rental

General Stores

Laundry

Parking & Transportation

Printing,

and Surplus, serving  
The University of Iowa  
community. *Into Print* is

distributed free and on request to UI staff, faculty, and students. It is on the Web at [www.uiowa.edu/~printsvc/intoprint/intoprint.html](http://www.uiowa.edu/~printsvc/intoprint/intoprint.html).

### Contributors

Gary Anderson: Business Services, Stores

Chris Kula: Central Mail, Copy Centers

Michelle Ribble: Parking and Transportation

### Designer

Leigh Bradford

### Editor

Jenean Arnold, 384-3723, 126C MBSB  
[jenean-arnold@uiowa.edu](mailto:jenean-arnold@uiowa.edu)

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## TypeStrikes

end of the rear  
report

## News briefs

### Hardin, Main Library copiers upgraded

Copy Center Services has upgraded the self-service copiers at the Hardin and Main libraries with new, high-volume models.

"We had been getting complaints," says Nan Seamans, associate director of the University Libraries. "We appreciate the responsiveness in replacing them.

Our concern is that if people can't get good copies, they may tear pages out of the books and journals."

"Good copiers are important to us to maintain the integrity of the collection," she says.

### 2007-08 desk calendars available

The 2007-2008 University of Iowa events calendar is available from General Stores. The stock number is 40000; the cost is 95 cents. You may order the calendars online in SIGS, or fax a General Stores requisition for calendars to us at 384-3918. If you have ques-

tions contact General Stores at 384-3906 or [judy-rockafellow@uiowa.edu](mailto:judy-rockafellow@uiowa.edu).

The University Directory (herd book) is usually available in November. General Stores will e-mail ordering instructions as soon as they arrive. We will not take early orders for them. Contact [gary-anderson@uiowa.edu](mailto:gary-anderson@uiowa.edu) to be notified via the listserv.

*Please note: The events calendar is 8 1/2x11-inches, cream-colored, one month per page, and published by the Registrar's office. The Printing Department's 2008 calendar set will be available in October.*

## Files galore and no place to store?

The University of Iowa Printing Department offers archival scanning services.

Let us convert your paper records into accessible electronic files.

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[sandra-herwig@uiowa.edu](mailto:sandra-herwig@uiowa.edu)



## Ahoy, mate!

Aye, look what washed up at the mail dock—couple o' buccaneers claimin' they was One-eye McEdwards and Dimples O'Glowther,\* barkin' at the crew. "About smartly, ye scurvy dogs! Arrr....." Sent them lubbers, and a bilge rat or two, a' scramblin'. Methinks they's gittin' ready fer Talk Like A Pirate Day.

\*Central Mail student employees Christina Edwards and Gloria Lowther.

# intoprint

The University of Iowa Business Services  
100 Mossman Business Services Bldg  
2222 Old Hwy 218 South  
Iowa City, Iowa 52242-1602