



Policy No.	10001
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Approved: John J. "Ski" Sygielski	
Date:	April 2008

## PRINTING SERVICES POLICY

### 1.0 Purpose

To inform the College community of the policy for usage of copiers, fax machine and other equipment in the Printing Services Office and any location which may house equipment that is the responsibility of the Office of College Advancement.

### 2.0 Revision History

First Revision: October, 2016.

### 3.0 Applicability

This policy applies to all employees.

### 4.0 Policy

Printing Services copiers are provided for employee, instructional and College business use only. No personal copying will be done using College equipment and supplies. Students requiring copying services should use the pay system copiers located in the College libraries.

All users will abide by copyright rules and generally accepted standards of fair use. Copying for instructional use must not substitute for textbooks, workbooks, periodicals or other instructional materials that would normally be purchased by students.

Printing Services black-and-white copiers are available to employees.

Color copying will be available by completing a "Printing Services Request Form/Invoice".

The cost of printing on the color copier is significantly more expensive than printing on the black-and-white copiers. The reason for the significant price difference is that the toner (ink) required for the color copier is much higher in cost than the toner needed for the black-and-white copier. Even if a job is only printed in black and white, the cost difference remains.

The Printing Services supervisor reserves the right to suggest a more cost-effective way to print documents. Factors that should be taken into consideration to determine if documents should be printed in color are (1) the content of the documents and/or (2) if the documents contain images that need to be printed in color. Text-only documents should be printed on the black-and-white copiers.

Color copier usage will be evaluated monthly for possible excessive use by the appropriate Cabinet member. Should this occur, the individual responsible for excessive use may be subject to disciplinary action.

## **5.0 Definitions**

The Printing Services & Mailroom Office is an in-house unit of the Office of Finance and Administrative Services. The office is located in Room 112 on the Middletown Campus. This unit provides printing services for all areas of the College, including the LFCC Educational Foundation Inc., Small Business Development Center, and Workforce Solutions. Services provided include printing, folding, laminating, padding, binding, shrink-wrapping, poster printing, inserting, and mailing services.

## **6.0 Responsibilities**

It is the responsibility of employees of the College to adhere to the policies set forth by the Printing Services Office.

## **7.0 Procedures**

When requesting work to be done by the Printing Services Office, a "Printing Services Request Form" should be completed and submitted. No work will be accepted without a completed form. Electronic work requests must be submitted to the following e-mail address: [printingservices@lfcc.edu](mailto:printingservices@lfcc.edu).

## **8.0 Sanctions**

Individuals who fail to comply with the terms of this policy may be subject to disciplinary action, as determined by their immediate supervisor.

## **9.0 Interpretation**

Authority for interpretation of this policy rests with the Vice President of the Office of Financial and Administrative Services, the Director of IT, and the printing services supervisor.

## **10.0 Authority/Reference**

The Office of College Advancement staff developed this policy.