

# **SLIPPERY ROCK UNIVERSITY PRINTER POLICY**

## **POLICY**

This policy is written in response to the drive for sustainable printing resources as part of both the University's Strategic Plan and its environmental agenda. This policy is intended to help reduce energy consumption; contribute towards the University's Carbon Reduction Target; and play a key part in helping reduce consumable waste such as paper, ink and toner cartridges, transfer kits and imaging drums thus effectively reducing the total cost of printer ownership; thereby supporting the University's Strategic aims. The policy also aims to reduce the number of different toner cartridge types, reducing administrative cost and storage.

## **PROCEDURES**

Printing is an essential function in both the administrative and the academic functions of the institution, yet historically it has not been closely governed and has led to unnecessary costs and waste generation.

### **Student Printing**

Student printing is provided in all Open Access and Computing laboratory locations in order to facilitate students in preparing coursework and work for assignments. Students will receive a number of free prints per semester and will be charged via the Rock Dollars debit card system when free prints are exhausted.

### **Acquisition of Staff Printing Devices**

- a. University funds may not be used to purchase printers for an individual faculty or staff member office. All printers purchased with university funds are expected to be networked to meet the needs of an entire work group or department.
- b. University funds are not to be used to purchase ink or toner for individual desktop printers. A printing device that currently exists in an individual office may continue to be used until the current supply of ink or toner is exhausted. No additional ink or toner purchases will be authorized.
- c. Exceptions to this policy must be approved by the division vice president as detailed in the Exceptions section.
- d. All faculty and administrative staff will be connected to the nearest available Workgroup printer or networked Photocopier/printer as directed by the Department Head. This

significantly reduces the Total Cost of Ownership (TCO), reducing both energy consumption and consumables usage.

### **Printer Configuration**

- a. All Workgroup or Photocopier/printers will be networked and will be a minimum duplex monochrome type.
- b. All Workgroup or Photocopier/printers will be purchased with a minimum 1-year Support contract.
- c. All printers (wherever possible) will be set to produce double-sided copies (duplex) by default, thereby reducing the consumption of paper by up to 50%. No new standard (B&W) workgroup printers will be purchased that cannot print duplex.
- d. All printers, wherever possible, will be set to a resolution no higher than 600dpi, reducing toner use, airborne particulate matter, and also enabling faster print throughput.
- e. All printers will be set to use the best power saving option available to reduce energy consumption; although care should be taken to turn off printers ONLY in the prescribed fashion as costly damage can result.
- f. All printers will be networked wherever possible and not directly connected to a personal computer

### **SANCTIONS**

Printers must not be purchased or installed outside of this printer policy unless further specific needs are identified and approved by the division vice president; therefore, each vice president will be responsible for the enforcement of this policy in their division.

### **Responsibility for Implementation**

- a. Printer purchases are the responsibility of the Academic or Administrative Department.
- b. Multifunctional printer, copier, scanner, fax devices (MFP's) will be leased by the university and provided to select university departments based on historical usage and need. MFP's leased with university funds will be part of the standard 5-year replacement cycle operated by the Purchasing Department.
- c. The department(s) will be responsible to pay a cost per copy usage charge to cover the on-going recurrent costs of operating any MFP supplied.

- d. All consumables for department printers (including but not limited to toner, drums, transfer kits, pick-up rollers, fuser units and paper) used in staff printers are the responsibility of the individual Department(s) in which they are used.

## SCOPE

This policy applies to all faculty, staff and students of Slippery Rock University.

- a. We will aim that all staff will have access to a color printer and a Black and White printer. However, this will not exceed one color / larger format printer per area or building and will normally be via access to a remote networked color copier/printer wherever possible.
- b. Color printers are responsible for the largest usage of printer consumables as they usually require four toner cartridges and a transfer unit to produce an image. Their numbers will therefore be kept to a minimum while allowing adequate accessibility to color printing for all staff and students.
- c. Other color and larger format printers will only be purchased where there is a proven need and provision of adequate funding via an appropriate IT Capital request or departmental funding.

The following are the exceptions where a local printer will be supplied:

- a. Employees may be entitled to an individual desktop printer when it is recommended by the Human Resources office as an appropriate accommodation for a documented disabling condition.
- b. Senior members of the University Management team will be supplied with a small local printer for printing confidential material. This may be installed in their executive assistant's office if this fits better with their working methods.
- c. Other members of staff who have significant confidential printing needs may purchase a local printer via departmental funds when approved by the division vice president.