POLICY ON PRINT AND COPYING

This policy aims to help staff and students understand their role in the responsible and sustainable use of the College print and copying facilities and applies to all print / copy users at the College.

This policy should be read in conjunction with the College Copyright Policy.

1   RESPONSIBILITIES

Whilst the basis of the policy - sustainable, responsible, cost effective printing and copying - is the same for staff and students, procedures and access to print / copy facilities are different and carry different levels of responsibility for the implementation of the policy. Generally, students will not be disciplined for breaching the policy but will be educated and encouraged in responsible and sustainable practices.

Members of staff are required to take professional responsibility for their own actions and to implement both the spirit and the letter of the policy. Members of staff are also required to raise awareness and encourage students to use the College print / copying resources in a manner which complies with this policy and to monitor student behaviour in relation to the policy.

2   EQUIPMENT

When contracts for equipment are renewed, sustainability, eco-efficiency and environmental impact should be considerations when purchase or hire decisions are being made. Eco-mode / auto power down equipment should be selected.

3   PAPER

Eco-efficient paper will be used for in-house printing and copying.

4   DOUBLE SIDED AND COLOUR PRINTING / COPYING

4.1   Individual members of staff have the discretion to select the most suitable format (double- or single-sided) for the intended use of the document being printed. Staff are instructed and expected to act in a responsible and professional manner regarding this matter and to encourage students to act responsibly.

4.2   To minimise the impact on the environment and the cost of paper and consumables, it is College policy that:

- all assessments will be printed mono, double sided, via the print room unless specific authorisation is received for single sided / colour
- all student notes will be printed on white paper, mono, double sided, via the print room

Print room staff will implement this policy for all student notes sent to the print room without a Manager's authorisation for an alternative format.

Where students require access to a colour copy of class notes, these should be made available on the College VLE, so that students can view the colour version on screen. Where a colour version is needed in class, this should be made available on the smartboard in the classroom.

4.3 When feasible, students will be encouraged to submit an electronic copy of a formative assessment and the use of e-portfolios for formative and summative assessment will be encouraged.

5 QUALITY OF PRINT

It is our aim to minimise waste by producing only high quality documents:

- All documents should be proofed on screen before printing.

- Whenever possible, documents and particularly student notes should be sent to the print room as an electronic file via Jobticketing rather than as a paper master.

- Print room staff will monitor the quality of paper masters and reject any that will not produce a high quality copy.

6 ACCESS TO PRINT & COPYING

Access to print facilities is controlled by personal login for all staff and students.

6.1 STAFF

Where possible, software solutions will be used to restrict staff access to and number of copies made on copiers and printers outwith the central print room. Managers will be consulted on reasonable levels of restriction for their staff:

- Members of staff may print ~~two mono~~ copies of any document on their personal / workgroup printer. Copies in excess of one hundred pages ~~two~~ must be made through the central print facility (Jobticketing). This restriction does not apply to the printing of confidential management documents.

- Generally, staff may only use the central colour print facility (via Jobticketing) on the authorisation of their Manager.

- Those members of staff with a personal colour printer should use the central colour print facility wherever possible ie for non-urgent, non-confidential documents or for multiple copies of colour documents.

6.2 STUDENTS

Students will be allocated an allowance (free of charge) at the start of the course of study. This allowance may then be topped up by purchasing additional credit from the Library, Finance Office or Main Reception.

Within class, students will have access to mono and colour print facilities under the supervision of the class lecturer. It is the individual lecturer's responsibility to ensure that students only print essential documents and only once the student has checked and proofed the document.

Outwith class, students will have access to a central mono and colour copier / printer in the Learner Resource Centre and mono copier in the Annexe.

7   MONITORING OF USE COPY & PRINT FACILITIES

7.1   Staff use of copiers, and printers is not monitored. However, theand usage of toner in all offices / work areas without MFDs is monitored by IT Support. Meter readings for MFDs will be checked against invoices by the Print Room Staff and the usage of each MFD will be recorded by the Finance Department.

7.2   Lecturing Staff will monitor student use of classroom printers and instruct students in responsible print practices. Toner usage in student work areas is monitored by IT Support.

7.3   Student use of the copy and print resource in the Learner Resource Centre is not monitored however the Library Advisors will encourage students in responsible print and copy practices.