

# MSJ Faculty and Staff Printing / Copying Policy

This policy became effective beginning July 1, 2011. Current as of 2/2/2015.

## Purpose for Faculty and Staff Printing / Copying Changes

- Reduce waste and promote environmental responsibility and sustainability
- Offer the option of color printing

## Definitions

- Impression – an impression is either a print or copy on a single side of paper
- B&W – Monochrome or Black and White

## Departmental Chargeback

- **All Faculty and Staff printing and copying will be charged at the following rates to their related department**
  - B&W impressions single-sided are \$.05 each
  - B&W impressions double-sided (duplex) are \$.08 for both sides on a single piece of paper
  - Color impressions printed on a Multi-Functional Device are \$.15 each
  - Color impressions printed on a Network Printer are \$.15 each
- **Standard paper will be provided by the MSJ Production Center upon request**

## Personally Owned Printer or copiers

- Personally owned printers or copiers (not purchased by the College) may be used by Faculty and Staff members
- Printers / Copiers and any printer supplies (including toner cartridges) may not be purchased with any College funds without permission from the Chief Information Officer
- College purchased paper will be provided for printers and copiers; all other printer and copier supplies will be provided by the primary user
- No support will be provided for the printer or copier

## Student employees

- Student employees will utilize a separate MSJ network account during their work period. If the student employee is required to print or copy during their work period, the MSJ department of which they are employed with will be charged for the printing and/or copying.

## Students in courses contributing Lab fees toward printing

- Faculty members teaching courses that incur lab fees to be used towards student printing will need to notify the Technology Account Operations Specialist / ISS three weeks prior to the start of each semester.

## Refunds

- There are no refunds for any printing or copying associated with this policy. This includes, but is not limited to the following:
  - unused electronic printing / copying funds
  - impressions sent to the wrong printer

- incorrect material that is printed
- malfunction / error associated with printing / copying hardware