

MSJ Student Printing / Copying Policy

This policy became effective beginning Fall Semester 2011 (S112). Current as of 2/2/2015.

The University provides all registered Mount Students with the ability to print and copy at multiple locations across campus to either Multi-function Devices (MFD) or specialized printers in defined student accessible areas.

Purpose for Student Printing / Copying Changes

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

Definitions

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

Printing / Copying Fund Allocation

- Each registered student will be allocated \$25 (at no charge to the student) in electronic printing / copying funds at the beginning of Fall Semester, at the beginning of Spring Semester, and for all Summer Semesters combined.
 - The \$25 allocation equates to 500 printed / copied B&W single sided pages
 - The pricing structure is as follows:
 - B&W impressions single-sided will be \$.05 each
 - B&W impressions double-sided (duplex) will be \$.04 each (\$.08 for both sides on a single piece of paper)
 - Color impressions printed on a Multi-Functional Device will be \$.15 each
 - Color impressions printed on a Network Printer will be \$.15 each
- Unused MSJ provided electronic printing / copying funds will not carry over from semester to semester (except during summer semesters when a single allocation will be made for all summer sessions).

Purchasing additional electronic printing / copying funds

- Additional electronic printing / copying funds may be purchased with cash or personal check at the Help Desk in the Library or in Fiscal Operations by credit card, cash, or check during their normal hours of operations. Funds that are added by the patron will carry over to the next semester and be drawn against after the MSJ provided funds are used. Unused personally added funds cannot be refunded. Add personal funds wisely.

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
- The \$25 per semester allocation includes funds to cover the cost of all damaged copies including those caused by printer malfunctions (paper jams, low toner, smudged print, misprints, etc.)