Printing, Scanning and Photocopying Policy

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Objective

The objectives of this Policy are to:

- create a framework for printing, scanning and copying services for University of Tasmania staff and students
- allow for service improvements through centralisation and standardisation of services
- reduce the cost of the service encumbered by the University, and therefore reduce service fees to University staff and students
- provide robust, efficient and reliable services to University of Tasmania staff and students.

Scope

This policy applies to all University of Tasmania staff, students, and associates; and all affiliated parties supplying printing, scanning and/or copying services to the University.

Policy Provisions

3.1 Procurement

Printing, scanning and copying devices for all staff, students and associates are to be purchased centrally via Infrastructure Services and Development. Infrastructure Services and Development and IT Services will work together to establish managed contracts for a standardised range of approved devices and service providers. Managed contracts for purchase and support of equipment is the responsibility of Infrastructure Services and Development with input from IT Services.

Selection and purchases of printing equipment is to be made with due consideration of health and wellbeing requirements as clearly specified in the Copier and Printer Safe Procedure.

Consumables (including paper and toner) for all printing, scanning and copying devices are to be sourced and purchased from a service provider specified by Infrastructure Services and Development.

Printer servicing is to be managed centrally through Infrastructure Services and Development from approved service providers with advice and support from IT Services.

Where highly specialised or specific services or equipment is required that is not on an existing managed contract via Infrastructure Services and Development then approval from the relevant Hub IT Business Partner, and separate external support arrangements may be required. Equipment details will be recorded to meet the auditing requirements.
3.2 Student Printing (CAPS)

Student printing, scanning and copying must conform to all relevant copyright legislation.

IT Services will work with Infrastructure Services and Development to determine the distribution of printers, following consultation with appropriate levels of management, and taking into consideration geographical locations and financial impacts.

All charges for student printing, copying and scanning will be managed by IT Services via the CAPS service, and utilised to manage and provide equipment, licensing, servicing, consumables, and other associated costs; and to develop service improvements. Charges to students will be subject to the total cost of providing the service.

Payment methods for CAPS printing, copying and scanning will be determined by IT Services with consideration of convenience and practicality for users.

All CAPS printing, copying and scanning services will be charged upon a fee for service basis.

CAPS accounts left dormant for 5 or more years will be closed, and any outstanding credit transferred to other utilised CAPS services.

3.3 Staff Printing

Printing scanning and copying must conform to all relevant copyright legislation.

Desktop printers for individual staff will not be procured or supported unless the arrangement is for an essential University business process, and the relevant Hub IT Business Partner has been notified. All members of University staff will otherwise be connected to the nearest available networked photocopiers and printers.

IT Services will work with Infrastructure Services and Development to distribution of printers, following consultation with appropriate levels of management, and taking into consideration geographical locations and financial impacts.

Staff should practice all reasonable steps to reduce the usage of printers, copiers and consumables.

Staff wanting to print large or multiple documents (eg, booklets) should utilise University commercial printing services rather than local staff printers.

Multi-function devices will be provided wherever possible rather than stand-alone devices (single-function devices).

3.4 Configuration
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All printers, wherever possible, will be programmed to print double-sided (duplex) by default.

All printers, including colour printing devices, will be programmed to print black and white by default. Where colour printing options exist, queues will be made available to select colour printing in place of the default.

All printers will be programmed at an optimal power saving function to reduce energy consumption.

All printers, wherever possible, will be connected to the University network, and not directly connected to an individual’s Personal Computer (PC) (see 3.3, paragraph 2).

Any document with an ‘error’ status in a printing queue, or any document which has been in a printing queue for 3 or more hours, can be deleted from the printing queue by IT Services.

4 Responsibilities

The Chief Information Officer is responsible for the enforcement of this policy.

5 Definitions and Acronyms

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<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>CAPS</td>
<td>Copying and Printing System.</td>
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<tr>
<td>CIO</td>
<td>Chief Information Officer, the director of the IT Services division.</td>
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<tr>
<td>Hub</td>
<td>An administrative collection of University Faculties or Divisions.</td>
</tr>
<tr>
<td>IT Services</td>
<td>Information Technology Services, the IT service delivery division of the University.</td>
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<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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6 Supporting Documentation

- Printing, Scanning and Photocopying Procedure
- Copier and Printer Safe Procedure

7 Versioning


Printing, Scanning and Photocopying Policy (December, 2014)
| **Current Version** | Version 2 – *Printing, Scanning and Photocopying Policy* (current version); approved December 2014, amended in December 2017 to reflect change in nomenclature for Commercial Services and Development. |