

AD2525
Administration
Vice-President Academic
and Provost
September 2019
October 1978
September 2026

[Printing, Duplicating, and Photocopier Procedures](#)

1.00 The overall objectives of the university Printing and Duplicating Services are to provide consistent, high quality, efficient printing, duplicating, and graphic services to meet the

ns high volume production equipment utilized in commercial

administrative areas at the university, including but not
s, departments, schools, offices, and centres.

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- 6.00 Since the majority of university printing and duplicating requirements can be handled by Printing and Duplicating Services, university units will consult Printing and Duplicating Services to determine if the work can be done on campus.
- 6.01 Printing Services, in consultation with units who request printing or duplicating work, may refer work to off-campus suppliers only in the following instances:
- (a) where a large quantity or specialized work is required and it is beyond the capability of current print shop equipment; or
 - (b) where Printing and Duplicating Services cannot meet the required deadline.
- 6.02 In the event that Printing Services cannot process a print request and such work needs to go off-campus, it will be overseen by Purchasing Services.
- 7.00 When the Manager, Printing and Duplicating Services determines that staff must work overtime to meet a particular deadline and that the overtime costs are a legitimate charge to the user, then the Manager will obtain the user's consent to accept the charges or accept an extended deadline.

Copyright

- 8.00 Copyrighted material produced by sources outside the university will not be reproduced by Printing and Duplicating staff or on Printing and Duplicating Services equipment unless the written permission of the holder of the copyright has first been obtained. No reproduction will be made prior to receipt of written permission from the copyright holder.
- 9.00 The Manager, Printing and Duplicating Services is responsible for ensuring that the university's [Copyright Compliance and Administration Policy and Fair Dealing Guidelines](#) are applied to material produced or reproduced by Printing and Duplicating Services.
- 10.00 The Manager, Printing and Duplicating Services will provide prompt reports on copyright problems to the Copyright Office and the Director, Campus Services, who in turn will inform the Vice-President Academic and Provost.

Services Provided by Printing and Duplicating Services

- 11.00 On request, the staff of Printing and Duplicating Services will be available to assist any university unit in planning, consultation or to give advice on any aspect of printing and duplicating services including graphics and production standards.
- 12.00 Production Equipment
Printing and Duplicating Services is the centralized authority for production printing on campus and all production printers are to be installed in the main print shop. The

Photocopiers

- 13.00 Plain bond photocopy services required for university purposes will be managed centrally through Printing and Duplicating Services.
- 14.00 Photocopy services will be provided to the university community through an external vendor contract, negotiated with University Systems, Purchasing, and Printing and Duplicating Services, with input from relevant stakeholders who provide photocopy services.
- 14.01 Photocopier models will be selected by Printing and Duplicating Services based upon technical review and approval by University Systems and input from relevant stakeholders.
- 15.00 The following are the authorities and officers for this policy:
- i) Approving Authority: Vice-President Academic and Provost
 - ii) Designated Executive Officer: Vice-President Academic and Provost
 - iii) Procedural Authority: Vice-President Academic and Provost
 - iv) Procedural Officer: Associate Vice-President Student Affairs

[Acceptable Use of Electronic Information Resources \(IM7200\)](#)

[Copyright Compliance and Administration Policy \(IM7310\)](#)

[Institutional Acquisition and Standardization of Information Technology Devices \(AD2515\)](#)

[Purchasing Policy \(FM5105\)](#)

Printing, Duplicating, and Photocopier Procedures

Procedural Authority: Vice-President
Academic and Provost
Procedural Officer: Associate Vice-President
Student Affairs

Effective Date: September 2019
Supersedes: October 1978
Last Editorial Change:

Parent Policy: [Printing, Duplicating, and Photocopier](#)

- 1.00 Printing and Duplicating staff in the main Print Shop and at satellite operations are ready to serve the university community by providing technical advice, approximate costs, and estimates of production time requirements.
- 2.00 The graphics section will maintain a file of artwork on each job processed through the print shop and the file will be maintained for five years to be used for future work orders.

Self-Service Printing and Duplicating

- 3.00 University Libraries, in conjunction with University Systems, uses print management software to allow OneCard holders to print documents at print stations within the Libraries, University Systems Student Computing Facilities, and some faculty labs. University Libraries has an internal process to allow community borrowers to print on a cost-per-print basis.
- 4.00 University Libraries provides duplicating services to all library users on a cost-per-copy basis. University Systems uses print management software to allow OneCard holders to copy documents using photocopiers in University Systems Student Computing Facilities.
- 5.00 Self-service printing and duplicating is defaulted to be double-sided to meet the university's Sustainability Action Plan.
- 6.00 Units or individuals requiring printing and duplicating services should complete a Printing and Duplicating Services Requisition form and deliver it (along with the material to be printed) to the print shop in person, or via email. Alternatively, clients can use the Printing Services online ordering site.
- 7.00 Printing of examination papers will be given the highest priority and at regular examination periods the university print shop will be off-limits to undergraduate and graduate students.

9.00 Department chairs or others with budget authority may notify Printing and Duplicating Services (in writing) if they wish to delegate signing authority and possible dollar limits of