

Computer Labs Copy Services Student Computing Services & Library Printing DRAFT Policy

Purpose:

Providing a coordinated one card solution to printing for students faculty and staff is in Chicago State University's best interest. With this greater purpose in mind, the following guidelines are established.

Provisions:

1. All one card enabled printing will be centrally coordinated to ensure we do not have confusing and redundant one card printing solutions on campus.
2. All money collected from card vending machines will be deposited into an independent centralized department independent earned income account on a regular basis that meets all university standards for practice.
3. At the end of each month a report will be generated which will identify where printing has taken place with respect to printing devices across campus.
4. All units participating in the one card solution with responsibilities for printing devices on the one card print plan will have funds transferred to their accounts based on how the print charges were dispensed based on printer/copier utilization.
5. There will be an annual true-up for any un-claimed print/copy revenue.
6. All faculty and staff managed printing costs will be charged back to departments based upon departmental individual staff utilization and the charges for that print/copy service will be transferred to Copy Center who will manage those accounts
7. This practice will continue with annual reviews and audits to insure quality

Miscellaneous Provisions:

1. A departmental independent budget line and account will need to be created to manage the revenues.
2. All departments wishing to utilize the student preferred one card solution will need to participate.

3. All participating departments will be responsible for the annual support of their student service printers/copiers including equipment purchase/lease paper toner and maintenance fees.
4. CSU Copy Services will be responsible for the annual support of printers/copiers utilized by staff including purchase/lease paper toner and maintenance fees.
5. If an employee needs an increased printing balance, they should contact the Copy Center.
6. There will be no funds returned for unused copies.

Sample Historical Printing Statistics

CSU Print Management Statistics	Print/Copy totals in the Library	Print/Copy totals in Educa Labs	Print/Copy totals in Copy Services	Print/Copy totals in Other
Fall 2007	15,000 i.e.	2,500 i.e.	8,000 i.e.	2,000 i.e.
Win 2008	i.e.	i.e.	i.e.	i.e.
Inter 2007	i.e.	i.e.	i.e.	i.e.
SpSu 2008	i.e.	i.e.	i.e.	i.e.
Fall 2009	i.e.	i.e.	i.e.	i.e.

One of the primary purposes for enacting a formal policy was to reduce the excessive printing of a relatively small number of students

Proposed for review by:

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