Title – Campus Printer, Copier and Fax Policy

Policy Abstract – A copy center model for all copying, printing and faxing for the campus will be utilized by the College in order to more cost effectively manage these expenses.

Responsible Office – Information Technology

Official – Anthony Hambey

Contact(s) – Anthony Hambey, 226-4849, ahambey@bsc.edu
Applies To – Information Technology
Effective Date – 9/2013
Revision Dates – 8/31/2021

1. **Introduction/Background –** In the past departments around campus have used localized copiers, printers and fax machines. This model has worked, but a more effective solution with a centralized model is favored to better manage these functions.

2. **Purpose –** Copying and printing functions are certainly needed, however, reductions in these are helpful to reduce costs, but are also environmentally sound proposals. This policy is intended to provide guidelines for achieving both. While faxing requirements continue to decline in favor of other electronic delivery methods such as e-mail, a centrally located device capable will when necessary be the vehicle in the new model.

3. **Applicable Regulations –** SACSCOC, Principles of Accreditation 2018

4. **Policy Statement** –
   All copying, printing and faxing functions on campus will be subject to the following:

   - In each building and floor where personnel density is appropriate a high volume device will be utilized for all copying, printing and faxing functions.
   - Departmentally located and operated devices will be removed over time in lieu of the centrally placed high volume units.
   - High volume color capable devices will be utilized where color requirements exist.
   - Fax capabilities will be added to high volume devices when this function is necessary.
   - Specialty printers will be the only exceptions to the central copy center model. Examples are, but not limited to check printing, which requires MICR toner, plotters or other uniquely specific printers where standard sized paper does not meet requirements, or locations where usage is such that a high volume unit is not cost effective.

5. **Detail**s – An annual financial audit of the College contains a technology component whereby this is verified each year. Non-compliance with this policy would be reported in the form of comments in the management letter of the audit.

6. **Definitions** –SACSCOC is the Southern Association of Colleges and Schools, Commission on Colleges.

7. **References** – SACSCOC, Principles of Accreditation 2018
   https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAcreditation.pdf