

## COLLEGE POLICY

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Policy No. & Title:	<b>C-130 Printing &amp; Photocopying</b>
Policy Sponsor:	Executive Vice-President
Reference Cmtee:	Policy & Procedure Committee
Effective:	2021-08-01
Next Review:	2024-07-31
Supersedes:	Printing & Photocopying

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### **Purpose**

The College seeks to minimize its footprint on the environment, and as such has been transforming the College to a digital enterprise where possible. To support this environmentally responsible position of the College, it seeks to minimize the amount of paper it consumes in the course of conducting its business and teaching delivery.

Within this context, this policy establishes the guidelines and expectations for printing and/or photocopying.

### **Scope**

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

### **Definitions**

N/A

### **POLICY**

- 1) The College shall use a print credit system to ensure limited use of printing and photocopying.
- 2) Students shall be provided a limited sum of print credits upon enrolment. The print credits are typically adequate to complete a program of study.
- 3) Students may choose to purchase additional print credits.
- 4) Upon purchase, additional print credits will be added to the student profile or digital voucher may be provided.
- 5) Print credits shall be treated like cash, and as such must remain safely and securely managed.
- 6) The College endorses double-sided (duplex) printing to reduce paper use.
- 7) Duplex printing will be charged a reduced rate.
- 8) Instructor printing and photocopying should be kept to a minimum. Digital resources are strongly encouraged, including assignments and exams.
- 9) Instructors shall use the Photocopy Request Form for any photocopying and leave the form and materials to be copied with the administrative staff. Administrative staff must complete photocopy requests during evening hours.

10) Administrative staff must not print documents for students from removable drives.

**Related Policies**

C-415 Hours of Operation

**Supporting Documents/Forms**

C-130p Printing & Photocopying – Procedure