UC Policy Library

Staff Printing Services Policy

The Utilisation and Acquisition of Printing Services by Staff

Last Modified	July 2019
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Approval Authority	Vice-Chancellor
Contact Officer	UCPrint / CopyCentre Team leader ±Learning Resources

Introduction

This document outlines the University's utilisation and acquisition of printing/copying services on campus.

Definitions

Campus ± includes all University property, including vehicles, field stations, regional campuses and centres and applies to all activities under the general control of the University.

Duplex ±a method of printing on both sides of paper, i.e., two-sided.

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-standard Service ± any requirement that cannot be fulfilled by standard services supplied under the preferred supplier AoG contract.

Private Printer ±personally purchased or personally acquired printers and multi-functional devices.

Self Servi ce Portal ±Learning Resources self-service portal for staff.

Standard Print Services ± mono or colour printing on 80gsm A4 and A3 sized copy paper.

Policy Statement

This policy applies to all staff members who are persons engaged for paid employment with the University by way of an employment agreement, personal contract

behaviours that exceed 2500 pages per month, will be flagged by Learning Resources and will be reported to and reviewed by their relevant line managers or Head/s of School.

The printing and copying services provided by the University are not intended for personal use or any other non-work related printing or copying. This includes printing associated with thesis preparation, which is covered by the Student Printing Services Policy (PDF, 176KB). Staff members should refer to the Staff Code of Conduct (PDF, 429KB), particularly section 7 and 8.

Staff are asked to utilise the services of Printing and Copying (University Support Services website) for all larger print volume requirements over 2,500 pages.

Printing and Copying (University Support Services website) does provide a private print service to staff at competitive rates. Payment can be made by EFTPOS or Credit Card at the time of printing.

Staff are encouraged to use mono printing services whenever possible to reduce organisational print costs and demand on limited colour print resources across campus.

Private Printers

Any personally purchased printers brought into the University will not be connected to the network. Any installation, configuration or support, by Information Technology Services (ITS), is not available to privately owned printers. The University will not fund consumables for private printers.

The owners of any privately owned printers may be requested to remove such devices at the department's cost.

Acquisition of Printing Services

All staff print services will be acquired in accordance with the following criteria:

Every request for new or amended printing services will be appropriately assessed by Learning Resources so as to ensure that the most suitable service is deployed in a timely manner.

Learning Resources, in conjunction with its AoG supplier, will seek to ensure that every area will have appropriate access to suitable standard print services in order to meet the printing and photocopying requirements of staff in that area. All Printing Service requests can be initiated by completing forms in the Assyst Self Service Portal (University AssystNET website).

The acquisition and use of individual private printer services is prohibited unless it can be deemed to be an exception or it has been granted an exception by the Vice-Chancellor.

When print services are no longer required in an area, the preferred supplier shall be notified by completing the appropriate forms in the Assyst Self Service Portal (University of Canterbury AssystNET website).

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Colleges and Service Units are not allowed to go directly to external print suppliers with requests for printing services. These printing service requests must be directed to UC Print (UC Print website) in the first instance as referred to in the Print Procurement Policy (PDF, 158KB).

Exceptions to the Acquisition of Printing Services section

Exceptions to this section include:

Those instances where there is a demonstrable requirement for a non-standard service within a department; e.g., where standalone experimentation apparatus has been procured which includes an integral printer.

Where there is a health and safety requirement to ensure that printed material is contained within a lab ±such as PC2.

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Copyright

Staff and students must be aware of their obligation to comply with current copyright legislation and licences entered into by the University when utilising on campus printing and copying services. Refer to the Copyright Policy (PDF 362KB).

Document History and Version Control Table		
Version	Action	Approval Authority