

Policy Title: Printing
Policy Approver: President's Office
Policy Holder: Administrative Services
Executive Lead: Director, Finance and Administration
Category: Operational
Original Date: August 2013
Last Revised: August 2013
Next Review: August 2014

Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 29th day of August, 2013.

Karen Barnes

August 29, 2013

President, Yukon College

Date

1. Policy

Printing equipment represents an area of significant expenditure at Yukon University, both in the acquisition and ongoing administration and support. The University will wherever possible:

1. Promote environmentally-friendly and efficient printing practices and paper use.
2. Establish procedures to promote accepted practices and industry standards around printing, copying, faxing and scanning.

In order to achieve efficiencies in the acquisition and administration of this equipment, the preferred approach shall be the use of multi-purpose equipment that is available to multiple users and is bought under a preferred vendor agreement. Single or limited use equipment shall be discouraged where possible. The number of colour copy devices will be kept to a minimum and only purchased when deemed essential for a certain area. Multi-purpose equipment will be managed by the Print Shop.

2. Scope

This Printing Policy applies to all employees of Yukon University as well as any contract employees in the service of Yukon University who may be using Yukon University's networks and equipment.

3. Governing Legislation and Relevant Documents

Yukon University Strategic Directions and Goals

This policy is in accordance with Yukon University Board of Governors Policies.

The Yukon University Act

4. Procedures

General Procedures

1. Network based printing will be implemented in all offices and University locations;

2. IT Services and the Print Shop will work with each office/department to determine the optimum network printer locations in keeping with industry standards. Depending on the number of employees, it may be necessary to stage multiple printers in a single office;
3. All employees are expected to set a good example in the area of environmental stewardship. Therefore, desktop printers should only be issued under compelling circumstances. Convenience is not a valid reason for issuing a desktop printer to an individual. Some examples of exceptions include cases where the employee has mobility issues or works in an unusual office layout. As existing personal printers fail or become obsolete, they will not be replaced. Affected individuals will use a network printer for their needs;
4. In cases where confidentiality is a concern, employees can request that the Print Shop implement Secure Print (if available) at their location. This feature allows employees to delay immediate printing and enables document retrieval at the printer only after entering an individual code;
5. In the event that their primary network printer is out of service, individuals will have the option to redirect their print jobs to another working printer;
6. Large printing jobs (those greater than 50 pages) must be submitted to the Print Shop for completion;
7. Training will be offered on network-based printers when installed in an area and periodically as required afterwards;
8. In order to reduce printing in general, the University will promote electronic storage of documents whenever possible.

Two-Sided Printing

1. All devices will be configured to print in two-sided printing mode. By taking this action, the University will achieve energy and paper cost reductions and create less landfill waste. Studies have shown that by enabling two-sided printing, organizations can achieve up to a 30 percent reduction in paper use;
2. The only circumstances that permit single-sided printing are those where protocols require it or for aesthetic or flow purposes.

Colour Printing

1. All colour-capable devices will be set to print in black and white;
2. All employees must use black and white printing for initial versions of documents. The intent is to reduce the use of colour ink whenever possible;
3. Employees may override the black and white settings when printing final versions of colour documents.