PRINTING AND PHOTOCOPYING POLICY

POLICY
This policy is intended to provide:
- printing and copying options for students, staff, faculty, and guests
- control rising print costs
- reduce print-related waste
- save the environment
- standardize print/copy devices, practices, and procedures

Gateway provides standardized printing/copying devices for employee work use, models and locations of which are approved by the Executive Leadership Council (ELC) of the college. Students are provided a “Pay-for-Print” option for on-campus printing/copying. Current costs for student printing can be obtained by visiting the college’s Green Print web page at http://www.gtc.edu/printing. Use or procurement of non-authorized printing/copying devices is expressly prohibited. This policy applies to all Gateway students, staff, faculty, and guests using college print/copy services.

PROCEDURES
- Local/desktop print/copy devices, including printers, scanners, and fax devices are not allowed under this policy except where approved by the ELC. Approvals must follow these guidelines and use the college’s Print Device Request Form which can be found on the college Intranet site.
- Fax devices that serve an entire department or work area/group remain authorized under this policy. Gateway personnel are encouraged to scan and e-mail documents in lieu of faxing where possible.
- Relocation of existing devices and procurement of additional authorized devices must be approved by the appropriate department supervisor and divisional vice president.
- Unauthorized printers are not allowed on campus—including personal printers and any printer not owned or leased or otherwise approved for use by Gateway.
- No Gateway personnel may order supplies for any device, excluding paper. All print/copy supplies and parts shall be acquired by Gateway’s Print Vendor.
- All documents printed/copied by faculty and staff will be charged back to their respective departments, programs, or project as required to track actual expenses.
- Users will employ strict authentication procedures to ensure output security. This means not sharing your username/passwords with others.
- Only standardized/approved print devices will be deployed by IT and Print Vendor personnel after required authorizations are obtained.
Whenever possible, the default print/copy setting on Gateway print/copy devices will be set to black-and-white “duplex printing” (double-sided).

Automatic data deletion will be configured on all Gateway Multi-Function Devices (MFD’s) to ensure periodic removal of sensitive data.

Data on MFD’s will be encrypted to ensure data confidentiality and compliance.

Hard drives of MFD’s will be removed prior to retirement of each MFD unit.

Gateway employees will utilize the college’s Print Shop for print/copy jobs that meet the following guidelines:

• Any forms or fliers/brochures containing the Gateway logo.
• Any single copy job of more than 50 sheets or more than 10 sets of 5 pages or more if you do not have access to a local high-volume MFD.
• Print jobs that require:
  ○ tabs
  ○ special finishing operations (comb binding, cutting & trimming, easel mounts, lamination, etc.)
  ○ covers (different weight paper or color)
  ○ paper type beyond standard 20# white copy paper
  ○ custom paper sizes not supported by local MFDs, including 11 x 17 (where needed), 12 x 18 and larger, as well as smaller than 8.5 x 11
• color printing beyond limited print jobs that can be printed on an MFD.
• posters
• banners
• business cards
• NCR forms
• Scantron forms

Personal (non work-related) printing by employees must be completed using personal funds—not departmental funds. Employees may purchase pre-loaded pay-for-print cards. Printing completed using departmental funds will be monitored by each department’s supervisor to ensure compliance with this policy.

Adopted: May 21, 2012