1. **GENERAL**

1.1 Plain bond photocopy services required for University purposes shall be managed centrally through Printing and Duplicating Services.

1.2 Photocopy services shall be provided to the University Community through:

   1.2.1 satellite duplicating and photocopying centres on the basis of a per copy charge (contact the office of the Manager of Printing and Duplicating Services, 8302, for current location and service information); and

   1.2.2 photocopiers assigned to a specific department by, and rented from, Printing and Duplicating Services (see Appendix A for policy on annual rental rates).

1.3 Facsimile services shall be provided to University departments through:

   1.3.1 Mail Services (Saunders Annex Building). Transmissions may be made during opening hours from 7:00 a.m. to 4:00 p.m. Monday to Friday; messages received on a 24-hour basis. Messages received may be collected in person or forwarded in the Campus Mail. The FAX number is 721-7212.

   1.3.2 FAX machines assigned to a specific department on a rental basis from Printing and Duplicating Services (see Appendix A for policy on annual rental rates).

   1.3.3 FAX machines purchased by departments, in which case the department is responsible for security ID marking, inventory record keeping, maintenance and repair, and replacement funding.

1.4 To ensure that adequate and appropriate telephone or data communication facilities are available, and to determine any associated costs necessary to provide those facilities, all unit purchase requests
requiring communication support will be reviewed by the Voice Services Coordinator, 7678, before orders are processed.

1.5 Photocopying Services and FAX Services shall each be operated at a break-even level using a chargeback basis administered through the University’s general ledger system. The chargeback rates shall be established to recover all operating costs, including a depreciation allowance to cover the replacement cost of any purchased equipment. Such a depreciation allowance shall be based on recovery of the replacement cost over the usual life span of the equipment (normally five years).

1.5.1 Chargeback rates may be adjusted annually effective April 1 and the rates shall normally apply throughout the fiscal year.

1.5.2 Where purchased equipment is rented to a department by Printing and Duplicating Services, the annual charge shall include the depreciation allowance plus a service charge. When maintenance costs on purchased photocopier equipment are billed on a per call basis by the vendor, then each invoice for such maintenance charges will be paid by Printing and Duplicating Services and charged to the user department as incurred. FAX maintenance will be the responsibility of the user department, whether on a contract or a per-call basis. The user department will be responsible for obtaining the necessary supplies, such as paper, toner and developer, and for accepting the costs of such supplies as a charge against the department’s budget.

1.5.3 The depreciation allowance for all photocopiers and FAX machines purchased by Printing and Duplicating Services shall be transferred to an appropriate Reserve for Replacements. Expenditures from these Reserves require the approval of the Director of Computing and Systems Services and the Vice-President, Academic and Provost.

1.6 Photocopy services which cannot be properly charged to a general ledger account may be obtained through library managed machines or through the use of personal accounts.

1.7 The Director of Computing and Systems Services shall be responsible to the Vice-President, Academic and Provost for the administration of this policy.

2. PROCEDURES

Rental of Machines

2.1 Departmental requirements which can best be met through the installation of equipment in the department rather than through services from a central facility shall be reviewed with the Manager of Printing and Duplicating Services.
2.2 The Manager of Printing and Duplicating Services shall arrange for a review of the department's requirements, the costing of the various alternatives and the presentation of a recommendation(s) as to the appropriate alternative. Normally, the recommended alternative shall have an anticipated useful life of five years.

2.3 If the recommended alternative is not accepted by the department, the matter may be referred to the Director of Computing and Systems Services for review. If the matter is still not resolved satisfactorily, it shall be referred to the appropriate Dean or equivalent who shall, in consultation with the Vice-President, Academic and Provost, make a final decision.

2.4 Normally, the period of a department's rental agreement with Printing and Duplicating Services shall be for a minimum of one year with the expectation that the rental agreement will be renewed for at least a further four one-year terms. The expiry of the initial rental term shall be adjusted to coincide with the University's fiscal year end (March 31st).

AUTHORITIES AND OFFICERS
i. Approving Authority: Vice President Academic and Provost
ii. Designated Executive Officer: Vice President Academic and Provost
iii. Procedural Authority: Vice President Academic and Provost
iv. Procedural Officer: Vice President Academic and Provost
Appendix A

ANNUAL RENTAL RATES FOR PURCHASED PHOTOCOPIERS OR FAX MACHINES

1. The annual rental rate for a purchased unit (photocopier or FAX) is to be set initially at 25% of the original purchase cost and is payable annually for 5 years.

2. After a unit has been in service for 5 full years from the date of its purchase no further rental charges are applied. Ownership of the equipment, and responsibility for removal or reconfiguring, remains with Printing and Duplicating.

3. If a rental contract is cancelled before the five year repayment period is over, the equipment is returned to Printing and Duplicating and an early termination assessment of 20% of the remaining rental charges will be made to offset the losses incurred on resale or disposal.

4. The department is responsible for all supplies and maintenance costs.