



**Printing, Duplicating, and Photocopier
Policy**

University Policy No.: AD2525

Classification: Administration

Approving Authority: Vice-President Academic
and Provost

Effective Date: September 2019

Supersedes: October 1978

Last Editorial Change:

Mandated Review: September 2026

Associated Procedures: [Printing, Duplicating, and Photocopier Procedures](#)

Purpose

- 1.00 The overall objectives of the university Printing and Duplicating Services are to provide consistent, high quality, efficient printing, duplicating, and graphic services to meet the requirements of the university where provision of the service can be cost-justified.

Definitions

- 2.00 For the purposes of this policy, the following definitions apply:

“**photocopier**” means a photocopier as well as a multi-function device that has photocopying, scanning, and printing capabilities.

“**production printer**” means high volume production equipment utilized in commercial print environments.

“**unit**” means academic or administrative areas at the university, including but not limited to: faculties, divisions, departments, schools, offices, and centres.

Policy

Printing and Duplicating

- 3.00 Printing and services will be provided to university units through:
- (a) a main print shop;
 - (b) satellite wide format print shop(s) as required; and
 - (c) self-service printing and duplicating provided through the University Libraries and University Systems.
- 4.00 The main print shop will provide graphics services, printing, duplicating, and bindery services.
- 5.00 Printing and Duplicating Services operates on a break-even basis using chargebacks to cover operating costs, repairs, maintenance, and equipment replacement. Rates are reviewed each year, and may be adjusted effective April 1 to reflect increased costs.

- 6.00 Since the majority of university printing and duplicating requirements can be handled by Printing and Duplicating Services, university units will consult Printing and Duplicating Services to determine if the work can be done on campus.
- 6.01 Printing Services, in consultation with units who request printing or duplicating work, may refer work to off-campus suppliers only in the following instances:
- (a) where a large quantity or specialized work is required and it is beyond the capability of current print shop equipment; or
 - (b) where Printing and Duplicating Services cannot meet the required deadline.
- 6.02 In the event that Printing Services cannot process a print request and such work needs to go off-campus, it will be overseen by Purchasing Services.
- 7.00 When the Manager, Printing and Duplicating Services determines that staff must work overtime to meet a particular deadline and that the overtime costs are a legitimate charge to the user, then the Manager will obtain the user's consent to accept the charges or accept an extended deadline.

Copyright

- 8.00 Copyrighted material produced by sources outside the university will not be reproduced by Printing and Duplicating staff or on Printing and Duplicating Services equipment unless the written permission of the holder of the copyright has first been obtained. No reproduction will be made prior to receipt of written permission from the copyright holder.
- 9.00 The Manager, Printing and Duplicating Services is responsible for ensuring that the university's [Copyright Compliance and Administration Policy and Fair Dealing Guidelines](#) are applied to material produced or reproduced by Printing and Duplicating Services.
- 10.00 The Manager, Printing and Duplicating Services will provide prompt reports on copyright problems to the Copyright Office and the Director, Campus Services, who in turn will inform the Vice-President Academic and Provost.

Services Provided by Printing and Duplicating Services

- 11.00 On request, the staff of Printing and Duplicating Services will be available to assist any university unit in planning, consultation or to give advice on any aspect of printing and duplicating services including graphics and production standards.
- 12.00 Production Equipment
Printing and Duplicating Services is the centralized authority for production printing on campus and all production printers are to be installed in the main print shop. The university reserves the right to all printing activity on campus and has delegated the sole responsibility for high volume production printing equipment approvals to the Manager, Printing and Duplicating Services. Exemptions for production printing equipment outside the print shop will require approvals from the Director, Campus Services, who in turn will inform the Vice-President Academic and Provost.

Photocopiers

- 13.00 Plain bond photocopy services required for university purposes will be managed centrally through Printing and Duplicating Services.
- 14.00 Photocopy services will be provided to the university community through an external vendor contract, negotiated with University Systems, Purchasing, and Printing and Duplicating Services, with input from relevant stakeholders who provide photocopy services.
- 14.01 Photocopier models will be selected by Printing and Duplicating Services based upon technical review and approval by University Systems and input from relevant stakeholders.

Authorities and Officers

- 15.00 The following are the authorities and officers for this policy:
- 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: Associate Vice-President Student Affairs

Related Policies and Documents

[Acceptable Use of Electronic Information Resources \(IM7200\)](#)

[Copyright Compliance and Administration Policy \(IM7310\)](#)

[Institutional Acquisition and Standardization of Information Technology Devices \(AD2515\)](#)

[Purchasing Policy \(FM5105\)](#)

Printing, Duplicating, and Photocopier Procedures

Procedural Authority: Vice-President
Academic and Provost
Procedural Officer: Associate Vice-President
Student Affairs

Effective Date: September 2019
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Parent Policy: [Printing, Duplicating, and Photocopiers](#)

Printing and Duplicating Procedures

- 1.00 Printing and Duplicating staff in the main Print Shop and at satellite operations are ready to serve the university community by providing technical advice, approximate costs, and estimates of production time requirements.
- 2.00 The graphics section will maintain a file of artwork on each job processed through the print shop and the file will be maintained for five years to be used for future work orders.

Self-Service Printing and Duplicating

- 3.00 University Libraries, in conjunction with University Systems, uses print management software to allow OneCard holders to print documents at print stations within the Libraries, University Systems Student Computing Facilities, and some faculty labs. University Libraries has an internal process to allow community borrowers to print on a cost-per-print basis.
- 4.00 University Libraries provides duplicating services to all library users on a cost-per-copy basis. University Systems uses print management software to allow OneCard holders to copy documents using photocopiers in University Systems Student Computing Facilities.
- 5.00 Self-service printing and duplicating is defaulted to be double-sided to meet the university's Sustainability Action Plan.

Requests and Charges for Printing and Duplicating Services

- 6.00 Units or individuals requiring printing and duplicating services should complete a Printing and Duplicating Services Requisition form and deliver it (along with the material to be printed) to the print shop in person, or via email. Alternatively, clients can use the Printing Services online ordering site.
- 7.00 Printing of examination papers will be given the highest priority and at regular examination periods the university print shop will be off-limits to undergraduate and graduate students.
- 8.00 When Printing and Duplicating Services is requested to reserve production time for a particular job, the commitment will be quoted in terms of a specific number of working hours or working days from receipt of approved, camera-ready copy to production completion and/or delivery of product.

- 9.00 Department chairs or others with budget authority may notify Printing and Duplicating Services (in writing) if they wish to delegate signing authority and possible dollar limits of that authority to one or more individuals within the department who may authorize requisitions for Printing and Duplicating Services.
- 10.00 Printing and Duplicating Services are intended primarily to support university academic programs and, as such, academic requests will receive first consideration. Otherwise priorities will be established on a first-come, first-served basis at the time a request is received.
- 10.01 Requests for printing and duplicating services by administrative units, faculty, or student organizations will be considered in the priority of the listing above, providing they do not interfere with anticipated academic requirements.
- 11.00 The cost of self-service printing and duplicating is agreed upon by University Libraries and University Systems and is based on cost recovery.

Photocopier Procedures

- 12.00 The Manager of Printing and Duplicating Services will arrange for a review of the unit's requirements and the costing of the various alternatives, and a recommendation as to the appropriate alternative(s) based on the department's historical volumes. Normally, a recommended alternative must have an anticipated useful life of five years.
- 13.00 If the recommended alternative is not accepted by the unit, the unit may propose an alternative model to the Manager of Printing and Duplicating Services. The Manager of Printing and Duplicating Services will seek technical review and approval by University Systems prior to determining if the proposed alternative model is acceptable. If the matter is still not resolved satisfactorily, it will be referred to the appropriate Dean or equivalent who will, in consultation with the Vice-President Academic and Provost, make a final decision.
- 14.00 Normally, the period of a unit's agreement with Printing and Duplicating Services will be for five years as per contracted rates with the external vendor.