HASS Information Services

Faculty and Staff Printing and Photocopying Practice

1.0 Intent:
The School of Humanities, Arts and Social Sciences provides an environment in support of required printing and photocopying which is convenient, efficient, supportable and sustainable. In addition every effort shall be made to reduce our necessity for physical prints and copies of documents. A variety of options are available for digital distribution.

2.0 Priority:
Our priority will be to support those resources which are the most efficient, widely used and shared.

3.0 Resource Use:
Institute Shared Resources

The Institute provides various resources for printing and photocopying. The School is charged for faculty and staff use of these resources. For that reason, faculty and staff use of these resources is not permitted without prior approval.

School-Wide Shared Resources

The School-Wide shared printing and photocopying resources are located in Sage 2300A. These are the most efficient devices that we offer and are available to all HASS faculty and staff. In addition to these devices, a computer is also available to facilitate complex printing tasks. Every effort should be made to use these devices whenever possible if printing or copying is absolutely necessary. These devices are closely monitored and stocked with supplies regularly. Supplies and general operational assistance are provided by building administrative staff. Assistance with technical problems (ex. accounts, printing, scanning) is provided by HASS technical staff.

Workgroup Shared Resources

The School's workgroup shared resources are located in a variety of locations across our physical plant and typically within the same geographic area as one's office although this is not always possible. These devices are moderately efficient and should be used for small jobs when required. Supplies and general operational assistance are provided by building administrative staff. Assistance with technical problems (ex. accounts, printing, scanning) is provided by HASS technical staff.

Individual Resources

The School makes every effort to minimize the necessity and use of these devices. They are extremely costly to operate and maintain. In general, these devices will not be supplied or supported. In cases where exceptions have been allowed, every effort must be made to minimize the use of these devices whenever possible. Users of these devices are responsible for reporting issues to the technical staff and coordinating for supplies with the administrative staff.

Process for requesting exception for individual resources:

a. Individual should obtain supervisor's approval for exception including any device requirements and rationale for exception
b. Individual's supervisor should discuss request with Manager of Information Services
c. Request will be forwarded to Dean for decision with summary of discussion
d. Dean will evaluate and make decision on request