



## PRINT GOVERNANCE POLICY

### PURPOSE

The following policy and sustainable practices are established to promote the effective and efficient use of office printing/imaging equipment and to maximize the utilization of in-house print/imaging production center capabilities; while reducing paper usage and overall printing costs.

### SCOPE

This policy applies to all City Colleges' faculty, staff and students.

### BACKGROUND

City Colleges of Chicago has selected Xerox as the sole provider of office printing/imaging equipment and print optimization services. Toner, staples, maintenance, and support are included in the Xerox program. Departments must work with the Office of Information Technology for the acquisition of any printing related equipment or services that are determined to be unsupported by the Xerox contract.

### DEFINITIONS

**Office Printing Equipment:** Includes walkup Xerox Multi-Functional Devices (MFD) with features such as printing, copying, faxing, and scanning.

**Print Production Centers:** Seven centralized Reprographic Production Centers (Print Center) managed by Reprographic Managers are available for the entire district--- allowing multiple benefits to City Colleges, including strategic printing solutions, innovative brand presentation and quality consistency. Located at Daley, Malcolm X, Truman, Olive Harvey, Harold Washington, Wright and Kennedy King Colleges, high production digital equipment is available to meet virtually all the printing/imaging needs of the College.

### POLICY

#### A. OFFICE PRINTING EQUIPMENT

- Printing equipment with features such as printing, copying, faxing, and scanning should be accessible to all members of a department. This "shared" printing environment requires the device to be available on both the City Colleges' and Xerox networks.
- Any additions, changes, or removal of printing equipment within a department must be coordinated with the Auxiliary Services Department.



- Larger volume copying or printing that exceeds 40 copies or 40 printed pages is to be directed to the Print Center on campus. Printing costs for larger volumes decrease with the use of higher capacity equipment, especially for color printing.
- Department MFD's will be set at the default settings below allowing CCC to reduce paper costs and ink/toner consumption further promoting sustainability. Settings can be manually overridden when needed.
  - Duplex (two sided) printing/copying
  - Black and White printing/copying
- Xerox MFD's will support secure printing by utilizing security codes to print confidential documents or delayed printing. Secure printing is recommended when printing proprietary documents.
- Utilizing the scanning feature (scan to email) to route or store documents electronically will save time and minimize hard copy prints.
- All faculty and staff will have access to at least one Xerox MFD within their campus. Contact local OIT department if assistance is needed on printer locations and access.
- User guides and training materials for all Xerox devices can be found on each of the College's Reprographics web pages.

## **B. PRINT PRODUCTION CENTERS**

- City Colleges Print Centers can provide a vast array of document print services including large format printing, framing and laminating along with several print binding options. A listing of print services can be found on each of the College's Reprographics web pages.
- Printing requests **must be submitted to the City Colleges Print Centers** before any outside vendor may be considered. The Print Center's capabilities to produce and schedule the requested job will be considered before soliciting bids from selected "preferred" print vendors.
- Staff and faculty print jobs are submitted to Print Centers via email addresses listed on each of the College's Reprographics web pages.
- Twenty four hour advance notice is required for print jobs. Jobs completed at other campuses may require additional time.



- Staff and faculty must use the “Branding 101” templates for all internal print documents. Contact local College Public Relations departments for assistance with set-up and design.
- Contact the District Office Marketing staff for set-up, design and approval of **ALL** external print documents.

#### **ADMINISTRATION AND INTERPRETATIONS**

Questions regarding interpretation of this policy should be directed to the District Office Auxiliary Services Director or the College Auxiliary Services Director.

#### **AMENDMENT/TERMINATION OF THIS POLICY**

Administrative Services reserves the right to modify, amend, or terminate this policy at any time. Changes or revisions to the Print Governance Policy require the approval of the Vice Chancellor of Administrative Services.