Print Management Policy

1. Purpose

1.1 It is the College’s intention that a cost effective, efficient and ‘fit for purpose’ printing service is provided to meet the College’s business needs. This policy will provide the guidance required to achieve these intentions.

1.2 The overall aims are:
   • to reduce the volume of printed and photocopied material where this is without detriment to the operational requirements of the college;
   • to reduce spending on printing and copying through providing print management solutions and obtain better value for money from the equipment
   • to promote the strategic management of printing by ensuring that high volume and colour printing is channelled to the most appropriate devices with the necessary equipment and resource to provide this service

2. College Responsibilities

2.1 The Print Management Policy shall be maintained, reviewed and updated by the Finance Manager. This review shall take place bi-annually.

3. Solution

3.1 MFDs (Multi-Function Devices – Printer, scanner, and copiers) will be available throughout College building with the majority being in open access areas available for staff and student use. MFDs in staff offices and locked rooms will be minimised.

3.2 MFDs will be managed via an outsourced contract which will ensure that the printer fleet is managed effectively. This outsourced contract and contractor performance will be monitored internally by the Finance Manager to ensure its effectiveness.

3.3 Student printing will be managed by the Administration department. Students will receive £10 credit per academic year and will be able to purchase further credit after the initial allocation has been used.

3.4 Staff and students will access the MFDs using their ID card or network logon. Prints will be on a “pull” basis which means that they will not print until the user requests them at any MFD across campuses.
3.5 Staff requesting large volume prints and photocopies should be directed to the Print Room. The Print Room will process the job in accordance with reasonable user requirements. The Print Room may recommend that very large or complex requests be put to commercial printers for jobs which they cannot manage in-house.

3.6 Access to colour printing for staff is restricted. Requests from staff not authorised for colour printing should be submitted to the print room. Requests will be authorised providing there is a valid business case.

3.7 Students have to pay for printing, other than their free allocation, and therefore have unrestricted access to use colour printing if they so wish.

3.8 All MFDs have a scanning function which enables users to scan to their email. This facility incurs no charge and is therefore a more cost effective solution than photocopying documents.

4. Policy Framework

4.1 Printing Requirements

4.2 Local network printers will not be approved for purchase or maintained, with the exception of the Crèche. Printing costs for these devices will be included in the College’s print budget.

4.3 All staff are encouraged to minimise their printing/copying and instead to scan documents which need to be retained.

4.4 Departments are responsible for ensuring MFDs in their areas are stocked with appropriate paper.

4.5 MFDs are A4 & A3 and either mono-only or combined mono/colour.

4.6 All prints will default to black and white, duplex, no staples. Other formats should be chosen if required.

4.7 If colour printing is requested, staff must ensure there is a valid business case for this. Every page will be charged at the colour rate, even if some are black and white. To print in colour will cost the college between 2.5 and 4.0 pence per page, plus the cost of the paper and power.

4.8 A print quota of 50 pages shall be set for staff members. If a print job exceeds 50 pages then the job should be submitted to the print room as this is more cost effective. The print quota should not be bypassed without appropriate authorisation.

4.9 Print jobs will be deleted from the system if they have not been printed within 24 hours.
5. **Policy Application**

5.1 The following measures will be applied to implement the policy:

- Print Audit software will be run on a quarterly basis by IT staff and passed to Finance to monitor the printing to each device by users and departments. Departments will be informed of the results and advice and training will be provided, where necessary, to ensure the correct methods are being used.

Controls are implemented to prevent large jobs being produced outside of the Central Print Room. As a guide:

- 1-50 pages to be printed on Multifunction Device
- 50+ pages sent to the Central Print Room (reduction in costs, much better print quality).

5.2 Regular reports will be provided to Department Heads to monitor and review print output if it becomes apparent that printing costs are increasing for their area.

5.3 Further information on this policy can be obtained from the Finance Manager.

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<tr>
<th>Policy updated</th>
<th>January 2018</th>
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<tr>
<td>Next Review</td>
<td>January 2022</td>
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