

PRINTING & COPYING POLICY

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Preface and document control

This document is intended to provide policy, procedure, standards or guidance in respect of Printing and Copying at the Blavatnik School of Government and shall be reviewed at least annually to ensure validity.

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Purpose

This policy outlines the Blavatnik School of Government's approach to document printing and copying, with guidance and controls in place to support good levels of service, manage costs and reduce waste.

The policy also supports the University's guidelines on fair use when printing or copying copyrighted materials.

Scope

This policy is applicable to:

- All authorised users including, but not limited to;
 - Faculty
 - Staff
 - Students
 - Researchers
 - Guests
 - Visitors.
- All printers and multi-function devices supported by the ICT Service.

Objectives

Blavatnik School of Government's objectives for Printing and Copying are that:

- Users have access to fast, reliable and highly available print and copy services.
- Printing and copying costs and waste are managed through guidance and systems configuration.
- Information Security policies relating to the risks of printed materials are supported.
- The fair use of copyrighted materials is protected.
- Data regarding the School's use of copying and print services are reviewed regularly.

Responsibilities

The following bodies and individuals have specific responsibilities relating to this policy:

- **The Senior Management Team** is responsible for reviewing and approving the Printing policy.
- **The Head of ICT** is responsible for establishing and maintaining Blavatnik School of Government's Printing and Copying policy and operational plan.
- **BSG ICT Team** is responsible for;
 - Ensuring that the School's estate of printers and copiers are well

maintained and highly available to users.

- Ensuring that School supported systems are configured to print A4, Mono, Duplex by default.
- Making instructions available to install and configure print drivers for unmanaged systems to also print A4, Mono, Duplex by default.
- Administer and configure Print servers and services to support the objectives of this policy.
- Making users aware of these policies during induction and by providing other materials and training on an ongoing basis.
- To review printing and copying data to ensure that;
 - The objectives of this policy are being met.
 - Individual printers and copiers are placed in the most effective and convenient places for users of the service.
 - That our physical printer estate is capable of servicing the print volumes of the School (assuming all other responsibilities of this policy are being met by users).
- **The Programmes and DPhil support teams** are responsible for ensuring that copying and printing policies and guidance is included in the Student handbooks, and represented during induction.
- **Users** are responsible for making sure that they are meeting the conditions of this policy, namely;
 - Considering the use of electronic documents where possible.
 - Where possible, printing in A4, Mono, Duplex to reduce waste and cost.
 - Ensuring that duplication of copyrighted materials falls within the guidelines laid out by the University.

Printing & Copying Principles

General requirements

All users are asked to consider their printing needs, instead of printing, could a document be accessed electronically, reducing the cost and waste associated with printing or photocopying a document. The use of electronic documents also reduces the need for physical filing space.

Where documents are printed and copied, users are asked to print in black and white, on both sides of an A4 page or pages.

Per page costs range from 1p for a single side A4 mono print to 20p for a double sided A3 colour print.

Follow-me printing

All computers and printers are configured to use 'follow-me' print queues, which allow print jobs to be held on a server and released or printed at any School printer up to 24 hours later.

Print jobs are held securely, and only available to print upon presentation of the original user's University card at a print release station, or by entering the original user's BSG network credentials at the printer touchscreen.

All jobs are deleted upon release at a print station and all un-released jobs are deleted after 24 hours.

Follow-me printing increases the flexible use of our printing estate, allowing users to release a print job at the nearest convenient or less busy printer.

Follow-me also reduces the likelihood of printed documents being left 'orphaned' at a printer, reducing waste and the risk of sensitive information being left in a public space.

Unmanaged or desktop printers

Printing and support costs for small desktop laser or inkjet printers are significantly higher than the costs for the high volume multi-function devices that make up the School's printing estate.

With the exception of;

- Printers supplied to departments or teams that are not on the main BSG User network, or directly supported by the ICT team (for example Facilities, hosted organisations such as Experimental Psychology)
- Printers supplied to VIPs at the discretion of SMT, for example the printer in the Leonard Blavatnik Study.

The ICT, Finance and Facilities departments will not support the use of un-managed or desktop printers within the School. Any user installing an un-managed printer in the school will be asked to remove it and the Finance department will not honour expense claims for printers or toners without prior agreement.

Fair use of copyrighted materials

Copyright law restricts the amount that can be copied from a single work. The summary guidance is that it is reasonable to copy one chapter of a book, or one article, report or case from a journal, or 5% of a total work. The Bodleian Library lays this out in more detail - <http://www.bodleian.ox.ac.uk/using/copy/copyright>.

Large print jobs

The School's estate of printers is not scaled for large or commercial print runs, for example, conference brochures, fliers etc, and using the School's printers for these purposes can be highly disruptive to other users as printers are unavailable either because they are printing for long periods, broken or out of consumables.

The School's policy is that large or commercial print runs are sent to a Reprographics shop. You can find details of the University Reprographics service here:

https://www.admin.ox.ac.uk/estates/ourservices/fm/university_wide_services/reprographics/

Review and Development

This policy shall be reviewed and updated by The Head of ICT and approved by Senior Management Team on an annual basis to ensure that it:

- remains operationally fit for purpose;
- reflects changes in technologies;
- is aligned to industry best practice; and
- supports continued regulatory, contractual and legal compliance.