



Operating Protocol & Procedure

Details

Number: 263

Title: Use of Printers, Copiers, and Print Shop

Category: Employees

Responsibility: Marketing & Communications

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Effective Date: 4/10/17

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Purpose

To effectively manage the use of printer/copier equipment and services throughout the college.

Applicability

All employees and student organizations, except where noted.

Definitions

Network printers – printers that are connected to the network and are accessible by more than one person.

Personal desktop printers – printers that are not network printers and are assigned to a specific computer and accessible only by the person using that particular computer.

References

State Board Policy BP 3-90, Copyrights and Patents

(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-90-copyrights-and-patents/>)

PCC Operating Protocol-Procedure 273, Copyright and Duplication

(<http://www.pueblocc.edu/cmsinternet/xml/OPP/200/273.pdf>)

PCC Operating Protocol-Procedure 406, Computer Hardware-Software Purchases

(<http://www.pueblocc.edu/cmsinternet/xml/OPP/400/406.pdf>)

PCC Operating Protocol-Procedure 701, Marketing & Communications Guidelines

(<http://www.pueblocc.edu/cmsinternet/xml/OPP/700/701.pdf>)

Attachments

None

Operating Protocol

Any formal, printed material representing the college that is created by students, faculty or staff for college or public distribution that has a design or PCC brand component must be reviewed by the Marketing & Communications Department and be printed by the PCC Print Shop. Examples of these include books, brochures, signs, posters, postcards, business cards, flyers, invitations, reports, certificates, etc. For branch campus materials that fall into this description, the Marketing & Communications Department will determine where best they should be printed for efficiency and cost savings. Exceptions will be taken into account such as printing done by Disability Services for students with specific needs and at the branch campuses when turn-around and delivery is of issue.

If the PCC Print Shop is not able to do the job in-house, it will solicit outside vendors to get pricing on behalf of the college and provide the pricing to the department that is requesting the order. Once a price is selected, the Print Shop will place the order on behalf of the college. The PCC Print Shop typically receives a vendor-to-vendor discount, which is a cost savings to the institution, not only in pricing, but also due to the Print Shop's industry knowledge.

If copies are needed of a document that is less than 100 pages, then the copies may be made from an office printer or copier. If the document is 100 pages or more, then the copies must be made by the PCC Print Shop. (For example, if the document has 20 pages and you want to print the document 5 times, you can print that on your own. If the document has 99 pages, you can print that on your own. If the document has 101 pages, it should be sent to the PCC Print Shop regardless of the number of copies needed.) Branch campuses are excluded from this requirement.

College employees shall neither duplicate nor use copyrighted materials in violation of the exclusive rights of the copyright holder. Furthermore, illegal copies of copyrighted materials shall not be made or used on College equipment.

All paper for printers and copiers must be purchased through the PCC Print Shop. PCC Southwest sites are excluded and other exceptions may be approved on a case-by-case basis by the Print Shop.

The use of a P-card to purchase ink/toner for individual office printers is not allowed. All ink/toner purchases must be go through Purchasing.

To improve printing efficiencies and for cost savings, the purchase of personal desktop printers for offices is not allowed except where there is a need of a printer for secure printing of sensitive data. Other exceptions may be made on a case by case basis if it is deemed necessary due to extenuating circumstances. In addition, all existing personal desktop printers and some network printers will be eliminated or relocated, as determined by the IT Services Director, to maximize efficiency and to right-size the number and location of printers throughout the college.

Classroom and Adjunctorium printers will remain in place or, in some cases, be right-sized for optimal usage.

All requests for copiers or printers of any kind and lease renewals for copiers must be approved by the IT Services Director. The IT Services Director will approve or deny requests based on the authority given to him/her by the PCC Cabinet to right-size.

Procedure

Submit any formal materials that represent the college and that are to be printed and distributed within the college or to the public to the Marketing & Communications Department for review and approval by emailing PCCCommunications@pueblocc.edu. Examples of these include books, brochures, signs, posters, postcards, business cards, flyers, invitations, reports, certificates, etc. Once approved, the materials must be submitted to the PCC Print Shop for printing. A one week minimum should be provided for materials to be reviewed and approved. The Marketing Department will work diligently to review and approve materials as soon as possible after submission.

Print requests or requests for single reams of paper (plain or specialty) may be made in person at the PCC Print Shop (on the Pueblo Campus) or submitted through email at PrintShop.PCC@pueblocc.edu. Cases of plain paper used for copiers/printers should be requested through the PCC Mail Room at PCCMailroom.PCC@pueblocc.edu.

Business cards should be requested through Ultimus.

Requests to lease or renew the lease of a copier should be made to the Purchasing Director, who will then review the request with the IT Services Director. The IT Services Director will approve or deny requests, and if approved, determine the type of copier needed. The IT Services Director's decision is final as authorized by the PCC Cabinet.

Requests to purchase any printer should be made only by deans or vice presidents on behalf of an office or department they oversee. The request must be made by email to help@pueblocc.edu. Only requests that demonstrate a need for an office printer due to the printing of sensitive data will be considered.

The IT Services Director will notify the requester of their decision within 5 business days. If approved, then the requester should follow PCC Operating Protocol-Procedure 406 regarding the purchase of computer equipment.