

Printing

Responsible Administrator: Information Technology Supervisor

It is the policy of Southwest Tech to provide access to printers and copiers for students and staff. Usage of printers and copiers will be monitored and appropriate charges applied. Access to printing will be available through either authentication to the network or a card system utilizing a username and password.

PRINTING RATES

- 5 cents per page for black and white
- 25 cents per page for color

PRINTERS VERSUS COPIERS

- Black and white prints should be used instead of color whenever feasible
- Copiers should be utilized whenever feasible
- Large volume jobs will be directed to copiers
- Printers may deny jobs based on volume
- Print jobs larger than the credit on the account will not run

CREDIT STUDENTS

- Credit students will use their Active Directory account that they log into the computers on campus with to print to printers and copiers
- Credit students will be provided an equivalent to 50 black and white copies at the start of each term (fall, spring and summer)
- Additional printing may be added to these accounts in increments of \$1 in the Business Office, Library, ATL, Building 200 Lab, or Bookstore

STAFF

- Staff printouts are monitored by the system and department budgets will be charged for all work copies
- Personal use copies require reimbursement at printing rate listed above
- Those staff members who work with grants or work for multiple departments will have the option to put in a different code to charge printouts to those different accounts.

PUBLIC (ACCESS CARDS)

- Initial Purchase Price of \$5 (provides 100 black and white printouts)
- Access cards available in Business Office, Library, ATL, Building 200 Lab, or Bookstore
- When the card is empty, the card can be reloaded in increments of \$1 at the Business Office, Library, ATL, Building 200 Lab, or Bookstore

REFUNDS

- The cards issued have no expiration date, and **no refunds** will be given for any unused printing for students, staff, or public

Approval Date: 9/15/09

Revision Date: