**AP8065 PRINTING POLICY AP8065**

**AP8065.1 Purpose**

These guidelines and procedures are established to address House Bill 2287 concerning paper conservation. Each state agency, by July 1, 2010, is required to develop and implement a paper conservation program. Big Bend Community College uses a pay-for-print system on campus. This system encourages responsible use of print resources and decreased print waste.

##### Student Accounts

**General** – Students log into the pay-for-print system using their regular login and password. Each quarter a complimentary deposit is placed into the printing account of registered BBCC students. The deposit will automatically be added to the accounts on the last working day before thefirst day of instruction each quarter. Once the complimentary deposit is exhausted, funds can be added to the account at the Printer Cash Machine in the library using the student ID number.

**No Charge Print Restrictions** – Unused complimentary printing account balances expire at the end of the quarter, carry no cash value and cannot be refunded, sold, or transferred to another user.

##### Quarterly Clearance Notice - All printing account balances, including those with unused funds, will be cleared on the last working day before the first day of instruction each quarter. Users are encouraged to only add the amount necessary for their printing needs to avoid the loss of funds when accounts are cleared. Refunds of unused account balances are not possible.

##### Guest Accounts (community, CWU & Heritage students) General – Printing is available to non-BBCC users for a fee. Guest accounts and passwords can be created when the print function is activated. These accounts are created with a zero balance. Money can then be added at the Printer Cash Machine in the library using the ID number assigned when the account is created. Guest users also receive an email notifying them of their ID number for future reference. Clearance Notice - All printing account balances, including those with unused funds, will be cleared June 30 each year. Users are encouraged to only add the amount necessary for their printing needs to avoid the loss of funds when accounts are cleared. Refunds of unused account balances are not possible. Any funds cleared will be donated to the college’s cost printing recovery efforts.

##### Account Removal – Guest accounts showing no activity for two months or more will be removed from the system when accounts are cleared June 30 of each year. Shared Accounts Some BBCC departments and programs have shared accounts for student use (CBIS, Heritage guest, Workfirst, etc.). Those departments will be responsible for the costs of printing associated with these accounts.

**Faculty and Staff**

Currently, faculty and staff printing are not subject to charge back. However, all printing will be monitored and logged to assist BBCC managers in evaluating printing related policies and standards.

**Student Workers**

Student workers will be assigned a BBCC network account specifically for their work related computer use, including printing.  Supervisors are responsible for monitoring their workers to ensure the account isn’t used for personal printing.  Student workers are responsible for ensuring they are using their student worker account for work printing. No credit will be given for work related printing mistakenly performed under a student’s personal account. Abuse of student worker computing accounts or printing privileges may result in the worker being billed for printing, loss of work related printing privileges, and/or removal of the student worker network account.

**Printing Costs**

Printing costs are set by the college and are available via the pay-for-print system and are posted in appropriate locations. Printing costs are subject to change without notice.  
  
Duplex (double sided) printing will be set as the default wherever possible. However, users are responsible for verifying that the duplex setting is selected before printing.

##### Adding Funds to Accounts

Funds may be added to printing accounts using the Printer Cash Machine in the library. The machine accepts coins and bills. Large bills can be exchanged for smaller denominations at the Library Service Desk.   
  
BBCC students use their Student ID numbers to add funds using the machine. Guests use the ID number provided by the pay-for-print system when their account is created.

**Credits**

##### Only credit will be added to accounts for printer problems. Cash refunds are not possible.

##### Printer Flaws and Errors - ONLY print jobs that are below standard (e.g. crumpled, streaked, or low toner) due to printer malfunction will be credited back to printing accounts.

* immediately bring the damaged print job to the Library Service Desk or lab assistants working in the area you printed from
* the user account will be credited for the cost of the misprinted pages as soon as possible

**User Errors** - Credit will not be given for user related printing errors. (i.e. duplex instead of single sided, printing more pages than intended, full page printing of PowerPoint slides, poor formatting, odd printing due to web page frames, etc.)