

Facilities

Board of Trustees Policy

SUBJECT: Print Management	NUMBER: 5.2
	DATE: February 22, 2016
	SUPERSEDES:

Purpose

This document provides new printing management policies, practices, roles, and responsibilities regarding SUNY Schenectady furnished personal printers, network/group printers, copiers, fax machines and multi-functional devices that will support the college's efforts to save money, print less by printing smarter, and reduce the number of print devices.

Policy

In an effort to achieve the college's Strategic Goals, SUNY Schenectady seeks to reduce printing and its associated costs, while also meeting the needs of our students, faculty, staff visitors and guests.

To that end, students, faculty, staff, visitors and guests should:

- Limit the publication, printing, and storage of hard copy documents and presume that information should be provided, shared, used and kept in an electronic form, consistent with law and record retention policies;
- Identify and use, as much as possible, alternatives to printing such as increased use of Angel, collaborative software and other cloud computing tools to distribute, store and edit documents online;

- Seek ways to contain and reduce the amount of printing and/or copying by expanded use of technology software and hardware, including installation of print management systems and setting all printers and multi- function devices to default to duplex print mode; and
- Comply with the college's Purchasing Policy when purchasing paper, printing supplies and hardware.

Policy Implementation and Administration Waiver

The President and/or his designee shall take appropriate steps to implement this policy by development, adoption and publication of guidelines. Said guidelines shall provide for a waiver of the policy to meet extenuating circumstances such as providing reasonable accommodation of a disability or to allow for particular needs of an academic class or program.

A Print Management Committee composed of representatives from the Offices of Administration, Institutional Technology and Library Services shall oversee the implementation of this policy and shall annually review this Policy and make recommendations to the President relating thereto as they deem appropriate.