

Student Print Policy

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1. General

The College is keen to provide all Learners with the resources needed to successfully complete their studies. Included within this is access to over 30 high quality colour and mono printers and a centralised print room for specialised printing.

To reduce the environmental impact and the costs associated with printing the College has produced this print policy to govern the usage of these resources.

This policy applies to all students of the College.

2. Policy

- A print / copy is defined as 1 side of printing /copying, regardless of paper size.
- Mono prints / copies are defined as 1 credit, regardless of paper size.
- Colour prints / copies are defined as 10 credits, regardless of paper size.
- Specialist printing, i.e. A1 via the printing College Services Department, will be determined on a case by case basis prior to production.
- Learners will be allocated 1000 free credits at the start of term.
- Additional print credits may purchased via either Balliol Centre cash desk or South Sefton reception in multiples of £2.
- Any additional credits purchased will be charged at the following rates:

£0.01p per mono credit

£0.10p per colour credit

- Any credits remaining at the end of the academic year will be cancelled.
- Refunds for any unused credits should be requested via the Balliol Centre cash desk or South Sefton reception before the end of term.
- Any job submitted to a printer that exceeds the number of available credits will be automatically rejected.
- Generic accounts, such as the Guest account, will NOT be allocated print credits.
- Your balance and a summary of your printing activity can viewed via the student Intranet or can be requested from the ICT Services Department.

3. Responsibilities

- Users are responsible for ensuring appropriate usage of their print credit allocation.
- Managers are responsible for ensuring that all learners for whom they are responsible are aware of this policy.
- The Head of Services is responsible for the administration and maintenance of the print credit system.
- The Head of Finance is responsible for the administration of the billing and processing of additional credit requests and refunds.



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