

<p>Saint Vincent College IT Policies and Procedures Policy Title: IT MAILING DUPLICATING POLICY Approved By: Br. Norman Hipps, President Approved Date: 6/16/17</p>	Effective Date: 7/1/17 Revised Date: 6/16/17 Author: P. Mahoney, CIO Department: IT Department
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I. PURPOSE:

- A. This policy has been designed to assure that the College’s Mailing and Duplicating Office (branch of the IT Department) provides fair and consistent pricing and services to the offices/departments of the Saint Vincent community. The demand for M&D services and the printing of color copies has drastically increased over the years, even with the availability of sharing and storing electronic data. Historically there has been an inconsistent approach in pricing and as to which departments get charged or not. The overall objective is to have fair and competitive pricing for all services and materials, but to also have equity in who gets charged and to ultimately keep costs under control.

II. IMPACT:

- A. Participants (scope): All stakeholders of the Saint Vincent Community.
- B. Implementation: The CIO, CFO, Coordinator of Mailing and Duplicating, and the President are responsible for jointly developing and implementing an effective policy.
- C. Other Affected Parties: N/A
- D. Potential Impact: Reduced pricing for those who already are charged for duplication services and charges for those who were not previously charged. Printing and duplication services will no longer be permitted for personal needs.
- E. Exceptions: President, CFO, and CIO can grant exceptions when considered appropriate.

III. COMPLIANCE:

- A. Strategic Plan (if applicable): N/A
- B. Applicable Laws (if applicable): N/A
- C. Penalties (if applicable): Possible disciplinary action may occur if proper charges are not allocated or individuals refuse to pay for mailing and duplicating services.
- D. Authorization: President, CFO, CIO
- E. Exceptions: President, CFO, and CIO can grant exceptions when considered appropriate.

IV. POLICY AND PROCEDURE ELEMENTS:

- A. Index: N/A
- B. Definitions: N/A
- C. Statement of Need, History: To ensure fair and competitive pricing, charge allocation, and cost control.
- D. Body of policy and procedures: policy and procedures defined as follows:
 1. The Coordinator of Mailing and Duplicating will keep track of all accounts that are to be charged for both black and white (b/w) and color copies, and those who are to only be charged for color copies, along with associated materials.
 2. The Coordinator of M&D will keep track of all charges and report those charges to the Business Office on a monthly basis. All requests require an account name and account code.

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3. There are three different designations or groups that the accounts will fall under:
 - a. College
 - b. Abbey, Seminary, Parish, Grant supported accounts
 - c. Clubs
4. Accounts that fall under the designation of “College” will not be charged for b/w copies, but will be charged for color copies.
5. Accounts that fall under the designation of “Abbey, Seminary, etc.” and “Clubs” will be charged for b/w and color copies.
6. Accounts under all three designations will be charged a higher price when color requests are identified as “high-yield”.
 - a. “high-yield” means the amount of print/picture on the page covers a large percentage (75% or more) of the page
 - b. “high-yield” print copies use an excessive amount of ink, which drive up color costs and puts an additional amount of wear and tear on the copier, thus causing more service requests to occur
 - c. the Coordinator of M&D and/or CIO will make the determination of whether a request is “high-yield” or not
7. Accounts under all three designations will be charged for materials, such as blank paper (white and color), envelopes, stationary, laminating, tape binding, and spiral binding. There will not be charges for cutting, stapling, or folding.
8. Requests for reprint(s) will be charged full price - when the requestor was responsible for the mistake, change, or correction. M&D is not responsible for editing and/or checking for errors upon receipt of the original/reprint materials.
9. Printing and duplication services will not be permitted for personal needs.
10. Printing and duplication services will not be permitted when it is determined that posting on the Portal, bulletin boards, or emailing would be a more environmentally appropriate practice.
11. Rates will be clearly posted in the M&D office and on the Portal so users can see what charges will be billed for specific services and materials.
12. A review of the rate structure will occur on an annual basis by the CIO and Coordinator of M&D. Any changes to the rate structure will require President and CFO approval.

APPENDIX: Forms and other details that may be subject to change

A. List of Fees document