

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Information Technology

POLICY/PROCEDURE: Student Printing in Computer Labs

DATE: July 28, 2009

NUMBER: 6.12

REVISION(S):

Purpose

This policy and procedure on student printing in computer labs was planned so that Ouachita Technical College could control costs associated with printing and demonstrate environmentally responsible behavior. Prior to the establishment of this policy and procedure, students were able to print an unlimited number of pages from any student accessible printer on campus. Over the past few years, the costs associated with this service have spiraled up and out of control. Over a seven week period in the spring 2009 semester over 46,000 pages were printed from these printers.

Policy

Every student with a network account will receive a \$15 credit towards their printing allocation per semester (fall, spring, summer). Summer I, II, and III will be counted as one semester. For example, if a student was enrolled in one class during summer I and one class during summer II, they would receive one \$15 credit. Students can print up to this limit at no charge.

Each print job will be deducted from this amount at \$0.10 per black/white page and \$0.40 per color page. This equates to 150 pages of black/white print per semester. If the \$15 print limit is exceeded, students may purchase additional credits from the campus bookstore in amounts of \$2, \$5, and \$10. Classes that require printing during instruction may include additional print credits as part of its required materials in the amount of anticipated usage.

Print credits do not accumulate across semesters and the initial \$15 credit has no cash value. Additional credits purchased by the student expire at the end of the semester they were purchased in and no refunds will be given for unused credits.

Printer Locations

In an effort to better serve the printing needs of students, the Computer Services department will maintain both black & white and color printers in the Arts & Science building computer lab, Library, and the Allied Health computer lab.

Printers located in classrooms where the students use their network login are included in the printer pool. Print jobs sent to these printers count against the \$15 print limit. Toner replacement will be coordinated with the Computer Services department. A portion of the student technology

fee and monies collected for additional print credits will be used to offset the cost of toner, paper, and maintenance for these printers.

AUTHENTICATION (Signature):

COPP

President

July 28, 2009
(Date)

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