



POLICY NAME (R*)

Printers, Copiers, and Printing Services

POLICY NUMBER (O*)

TBD

INITIAL ADOPTION AND EFFECTIVE DATE (R*)

February 1, 2021

POLICY APPLICABILITY (R*)

This policy applies to all students, employees and visitors who use any form of print including networked or directly connected multifunction devices, single function workgroup devices, desktop devices, toner, ink, paper, supplies and services owned or leased by the University of Louisville or supplied by a third party.

REASON FOR POLICY (O*)

This policy is established to promote efficient and effective document management, minimize time, effort and funds expended on printing, ensure compliance with state statutes and federal regulations, preserve data security, and address sustainability.

POLICY STATEMENT (R*)

The University of Louisville (University or UofL) has contracted all print services according to state law, to Canon Services America (Canon). The contracted printer provider is the exclusive provider of print/copy equipment and services to the University. This includes print and copy hardware, support services and supplies for multifunction print devices only. **Toner/ink and paper for existing single function and desktop printers is not to be provided by Canon.** Departments are required to purchase toner/ink for single function/desktop printers from the contracted office supply vendor. All paper is to be purchased from the Stockroom. Employees, students, and visitors are required to use print services and equipment provided by the contracted vendor. **University funds shall not be used to pay for desktop printers or personal printing.** Employees may use Cardinal Cash to pay for personal printing.

Printing or copying of copyright protected material must be performed only with permission of the copyright holder or after clearly meeting all four criteria of fair use (see Fair Use Doctrine with the related information section) to comply with federal copyright law. The individual creating, copying, or directing the creating or copying of a work is responsible for ensuring compliance with the copyright law.

Printing or copying of sensitive and/or confidential information (e.g. FERPA, HIPAA, KRS 61.931-934, Gramm Leach Bliley/financial information) must be compliant with applicable privacy and security laws. The individual creating, copying, or directing



the creating or copying of a work that contains sensitive and/or confidential information is responsible for ensuring compliance with applicable privacy and security laws.

Shared networked work group printers and/or multifunction devices shall be used in all cases unless special circumstances (see definitions) clearly justify need for an exception to use a desktop device. **Existing desktop printers can continue to be used until they are non-functioning and they may not be repaired or replaced.** Monochrome two-sided printing should be the default settings on all devices. Color and/or single sided printing may be used as needed but should not be the default setting. Canon is responsible for ensuring printer hard drives are set to automatically erase stored files daily and secure print used with authenticated card access. Direct print may be used if the device is contained within an enclosed and monitored environment so printed output is not easily viewed by or accessible to unauthorized individuals.

COMPLIANCE

Failure to comply with this policy, other applicable policies, and/or laws may result in disciplinary action and/or legal consequences.

RELATED INFORMATION (O*)

[Copyright Infringement Policy](#)

[Fair Use Doctrine](#)

[HIPAA Policy](#)

[FERPA Policy](#)

Kentucky Revised Statutes (KRS) – Printing
[57.011 State printing done under contract -- Classes of printing](#)
[57.021 Printing by state agency -- Restrictions](#)
[57.091 Contracts approved by Governor](#)

DEFINITIONS (O*)

Special Circumstances are defined as a physical limitation or isolated location that does not allow for the use of a shared device. Exception requests are to be submitted to the Chief Procurement Officer.

Print/Printing/Print Services is defined as print and duplication services including the provision and maintenance of multifunction devices used in offices, vended printing in libraries, computing centers and public spaces, operation of the campus print shop, mail room, and sourcing of outside print services.



PROCEDURES (O*)

Contract Administration and Procurement Services has delegated the responsibility of specifications and bidding of individual print jobs to printing services. The printing services function has been outsourced to Canon. See University Print and Mail Services web page (<http://louisville.edu/printandmail>) for more information.

RESPONSIBILITIES (O*)

Contract Administration and Procurement Services is responsible for the printing services contract and this policy and Canon is responsible for the delivery of Print and Mail Services.

University employees, students, and visitors are responsible for complying with this policy.

FORMS/ONLINE PROCESSES (O*)

See University Print and Mail Services web page:
<http://louisville.edu/printandmail>

RESPONSIBLE AUTHORITY (R*)

Chief Operating Officer

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

Contract Administration and Procurement Services
Service Complex
University of Louisville
Louisville, KY 40292
purchase@louisville.edu

HISTORY (R*)

This policy supersedes previously established University printing policies, including Printing Services PUR-40.00 and IT Design and Printing policy.

Revision Date(s):
Reviewed Date(s):

The University Policy and Procedure Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://louisville.edu/policies>.

R* = Required O* = Optional