Information

Printers, Copiers, and Printing Services

Effective

April 1, 2021

Number

PUR - 42.00

Applicability

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.

Administrative Authority

Chief Operating Officer

Responsible Unit

Contract Administration and Procurement Services
Auxiliaries and Asset Management
University of Louisville
Louisville, KY 40292
purchase@louisville.edu

History

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

Revision Date(s): May 31, 2022; February 19, 2024
Reviewed Date(s): April 28, 2023; February 16, 2024

Categories

Reason for Policy:

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.

Statement:

The University of Louisville (University or UofL) has contracted all print services according to state law, to Canon Services America (Canon). Canon 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. Employees, students, and visitors are required to use print services and equipment provided by Canon. **University funds, including funds from University of Louisville Research Foundation and the University of Louisville Athletics Association shall not be used to pay for desktop printers or personal printing.** Employees may use Cardinal Cash to pay for personal printing. Exceptions to this policy may be approved for special circumstances only (see below for Policy Exceptions).

Existing single function/desktop printers or other devices may continue to be used until they are non-functioning and they do not have a valid warranty to cover repairs or replacement. **Toner/ink and paper for existing single function and desktop printers are not to be provided by Canon.** Toner/ink for single function/desktop printers must be purchased from the contracted office supply vendor. All paper must be purchased from the Stockroom. 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. 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 and University policies. 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 and University policies.United States copyright laws govern the printing, copying, and distribution of copyrighted materials in the US. Printing, copying, or distributing copyrighted works lawfully requires permission from the copyright owner(s), a valid license to make use of the copyrighted work(s), or complying with the requirements of specific exceptions in US copyright law (e.g. fair use, library activities, or other applicable exceptions). Individuals subject to this policy must ensure compliance with applicable copyright laws governing their planned printing, copying and/or distribution activity.

POLICY EXCEPTIONS

Shared networked work group printers and/or multifunction devices shall be used in all cases unless special circumstances (see definitions) clearly justify a need for an exception to use a single function/desktop printer or other device. To submit an exception request, the requester's Department Head, Dean, or Chair must send an email to Lisa Ennis, Director of Auxiliaries and Asset Management, for review and consideration.

COMPLIANCE

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

Related Information:

Copyright Infringement Policy

Fair Use Doctrine

FERPA Policy

HIPAA Policy

Information Security Responsibility Policy

Procedures for Charging Canon Print Costs to Sponsored Programs

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:

Special Circumstances are defined as a physical limitation, an isolated location, or a unique situation that do not allow for or is not conducive for the use of a shared device.

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:

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:

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:

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