



# Environmental Print Policy TEC 5.0 Office of Information Technology

Institutional Type: Administrative

Applies to: Faculty, staff, student employees, students and volunteers

## POLICY DATES

Issued: 2007  
Revised Last: March 2019  
Edited by: Office of Information Technology/Tina Stuchell  
Reviewed: March 2020

## Goals:

**Waste Reduction** – The Mount Union community will learn to be more aware of what they are printing and encouraged to print only necessary information.

**Budgeting Assistance** - The pay for print program will allow those departments that are responsible for budgeting for items such as toner and paper in public areas to have a more accurate estimate of what will be used in those locations.

**Environmental Awareness** – The Mount Union community members will receive information concerning the environmental impact of wasteful printing. As the mission statement indicates, “Mount Union’s mission is to prepare students for meaningful work, fulfilling lives, and responsible citizenship.” Becoming aware of conserving resources is a step toward preparing students to become responsible citizens.

## Table of Contents

## Definitions

Term	Definition
Printers	Defined as network connected printer provided by the university
Copiers/All in one device	All in one device allow for coping, printing and faxing and are connected to the campus network. Provided by the university.

## Policy Details

- For Students: Black and White prints will be charged at \$0.05 and Color prints at \$0.30 per page.** Duplex (double-sided) prints will be counted per sheet of paper used.
- Each **undergraduate student** will receive a **\$50.00 allowance** (1,000 black and white pages equivalent) per academic year (or 12 months, including summer term) beginning August 1st. Each **graduate student** will receive a **\$150 allowance** at the start of their program year. Unused balance from printing accounts will carry over to the next academic year. At no time will there be any reimbursement of unused printing account balances.
- Constituents who use up their printing credit at any time during the academic year can add credit to their printing account in \$5.00 increments by visiting the Business Office cashier window if paying by cash or check. Once the request is processed the Cashier or IT department will credit the print account within 24 hours. Credit in a printing account is non-refundable and non-transferable. You can also add credit to your printing account using a credit card by using the following link - <https://commerce.cashnet.com/mountemarket?itemcode=EM-FM-PRINT>
- Students will not be able to print when print balance reaches \$0.00.

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5. Student **organizations** will receive a **\$50.00 allowance** (1,000 black and white pages equivalent) per academic year beginning August 1st. Unused balances will not carry over to the next academic year. Student organizations will need a network account; the organization advisor will need to contact the IT Helpdesk if they do not currently have a student organization network account. IT will verify the organization is in good standing with Student Affairs before proceeding.
6. If an undergraduate student enrolls for the first time in the spring or summer semester, the \$50 credit will be added to their print metering account at that time.
7. Printers covered under the Environmental Print Policy will be all printers generally available to students, generally known as 'Public Printers'.
8. Faculty & Staff printing & copying is subject to charges and the charges are established annually in the budget process.

#### Policy Summary:

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The following is a summary of the Environmental Print Policy.

1. Faculty and Staff amounts are determined annually in the budget process.
2. Per academic year the following credits will be applied for students.
  - a. Undergraduate Students – \$50
  - b. Graduate students – \$150
  - c. Organizations – \$50
3. Student credit not used (purchased or free) will be carried over to the following academic year. Organization credit will not carry over.
4. Credit is non-transferable, no refunds will be given for any unused portion.
5. Students if paying by cash or check for additional prints should visit the Business Office. If paying by credit card, please use the following form. <https://commerce.cashnet.com/mountemarket?itemcode=EM-EM-PRINT>

For support contact the IT Helpdesk at [helpdesk@mountunion.edu](mailto:helpdesk@mountunion.edu) or 330.829.8726 for assistance.

#### PROCEDURE

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- I. Allotted allowance is placed on students accounts once a year.

#### Responsibilities

Position or Office	Responsibilities
Office of Information Technology	<a href="mailto:IT@mountunion.edu">IT@mountunion.edu</a> , 330.823.2854

#### Resources

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#### Contacts

Subject	Office	Telephone	E-mail/URL
Support	Helpdesk - Information Technology	Ext. 4357 330-829-8726	<a href="mailto:Helpdesk@mountunion.edu">Helpdesk@mountunion.edu</a>

#### History

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All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued: 2007

Revised: 2017, 2019

Edited:

Reviewed: 2017, 2019, March 2020