

PRINTER POLICY

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Purpose

The purpose of this policy is to ensure the development of the best possible printing support for the students, faculty and staff of Southern University Baton Rouge.

Scope

The following policy, rules, and conditions apply to all students, faculty and staff of Southern University.

Policy and Procedures

Student Computer Labs

Division of Information Technology provides several networked laser printers (black & white and color) for student general purpose computer labs. Students' access to the printers is through a printing system, using their university issued student ID card. Printing costs are deducted from student's ID card. Labs are located in buildings: T.T. Allain (2nd floor), the Smith – Brown Memorial Union, and John B. Cade Library (2nd floor).

Academic Departments

Division of Information Technology does not provide departments with individual printers. Faculty members that wish to purchase individual printers should contact their department's chairperson about allocation funds for purchase. The department assumes all cost for the ongoing provisioning of their printers, cartridges and paper needed to operate their printers. We suggest the departments use a shared networked laser printer within the office.

New Faculty

New faculty may request a standard printer as part of their initial computer system. We encourage all faculties to use, if applicable, the existing shared networked printer in the department whenever possible.

Administrative Departments

Division of Information Technology does not provide administration with individual printers. Staff members that may wish to purchase individual printers should contact their department about allocation funds for purchase. The department assumes all cost for the ongoing provisioning of their printers, cartridges and paper needed to operate their printers. We suggest the departments use a shared networked laser printer within the office.

Administrative staff may have exigent circumstances that require individual personal printers. Exigent circumstances might include: a demonstrable need for confidentiality, a

remote office location, frequent low volume printing or high-ranking positions. i.e. chancellors, vice chancellors, and etc.

Printing Services

Printing Services, located in the Smith-Brown Memorial Union, provides production of posters, flyers, brochures, photographs as well as labeling of envelopes for mass mailings on an as-needed basis.

Guidelines/Technical Considerations:

Personal printers are **only** allowed by residential students. Personal printers are **prohibited** from being used in the academic and administrative area of the campus. Printers are highly important to productivity, but our guiding principle is to provide a high level of productivity while using resources in the most cost-effective manner.

In general, we encourage the use of centrally located, high-volume printers over individual personal printers for the following reasons:

- **Personal printers lack the options and features** in printers designed for large volume printing over a network. Personal printers are not built for heavy-duty loads. Overtaxing a personal printer will lead to premature breakdown. Network printers have higher rated monthly duty cycles that will distribute a large amount of pages over time without breakdown.
- **Network printers can be managed remotely.** Utilities allow department staffs or a department IT personnel to view the status of a printer and be notified of any problems immediately, and also to receive warnings of potential problems such as the fact that toner or paper is running low.
- **Total cost of ownership is significantly less expensive for network printers since they can be easily standardized.** There are three kinds of expenses to consider when purchasing equipment: acquisition, operational and management costs. Most of the costs of printers are the "people costs" of training, installation, management and downtime. It is expensive to maintain a mixture of printers.

For departments that wish for individual printers, we encourage the use of laser printers. They produce high quality text and graphics on plain paper and the speed is efficient for normal office usage. Individual color ink jet printers by their nature are more costly to operate than laser printers and have a much shorter lifespan. They do not provide laser quality print and should not be used for mass replication of documents.

This policy may be revised as needed by DoIT.

IT Security Coordinator

Associate VP / CIO

Chancellor /President