



Student Lab Printing Policy

St. John Fisher College provides printing capabilities in Student Labs on campus. In a continuing effort to promote sustainability initiatives, this policy has been developed with the intent to reduce the amount of wasted paper in Student Labs.

This policy was developed through effort of the Printer Accounting Policy Committee which consisted of Students, Faculty and Staff of the College. Their diligent hard work resulted in the recommendation of two scenarios. One scenario recommended an immediate adoption of a set limit. The second scenario recommended a three year phased in approach to reach the set limit allowing the campus to adjust.

This policy adopts the phased in scenario. This will allow the Campus to adjust to the new print accounting system, develop new habits for reducing printing and adapt to alternatives to printing.

Purpose

This policy supports Campus Sustainability initiatives in the areas of resource conservation; specifically printer paper and toner. Its goal is to inform the Campus Community about changes in printing policy in support of those initiatives. The policy provides a reminder that printing resources are not unlimited and have both an environmental and economic cost.

Scope

Student printing is covered by this policy. A Print Management tool branded as *Pharos Printing* has been implemented to support the policy described here. More information on the additional features and benefits of *Pharos Printing* to Student users is available at <http://www.sjfc.edu/campus-services/oit>.

1 Sustainability and Printer Accounting

Reducing the number of wasted prints from lab printers supports the College's Recycling initiatives. Paper and printer toner not only have financial cost, but also an environmental cost. While wasted prints do end up being recycled, the non-paper resources used to create the paper and toner are wasted. Avoiding unnecessary printing saves resources and helps keep our environment sustainable.



2 *Controlling Costs*

Controlling lab printing costs is important to keep College technology dollars spent on technology initiatives rather than the piles of unused prints that end up in the blue bins of the computer labs. The addition of color printers to some labs is an outcome of the implementation of Pharos Printing. Other future technology initiatives will be possible in the future. Printing Costs are:

Black and White Printing:

Single sided print: \$.10

Double sided print: \$.14

Color Printing:

Single sided print: \$.22

Double sided print: \$.40

3 *Phased In Implementation*

To allow current practices to adjust to this new environmentally friendly approach to printing, the program will allow for a phased approach to achieving its goal. Students will begin with a higher balance of "free prints" which will be reduced over time to resemble policies at other colleges in the region.

Fall 2011 limit is 1000 double sided prints per semester or a beginning balance of \$70

Fall 2012 limit is 850 double sided prints per semester or a beginning balance of \$59.50

Fall 2013 limit is 700 double sided prints per semester or a beginning balance of \$49.00

Fall 2014 limit is 500 double sided prints per semester or a beginning balance of \$35.00