


## Greenville Technical College Administrative Policies

Policy Name:	Print, Scan, Copy		Approved by President
Policy Number:	7-GTC-104	Date Established:	April 30, 2017
Date Revised:		Date Removed:	

### Rationale and Purpose

Greenville Technical College provides print, copy, and scan resources to support the mission of the college and align with accomplishing the objectives in the strategic plan; to support faculty and staff, reduce the cost of printing, and reduce the environmental impact of GTC printing.

### Policy Statement

Wherever possible and practical, alternatives to printing and photocopying should be considered. Displayed images on either screen or via projection at meetings, use of personal devices such as laptop computers or tablets are viable alternatives.

The GTC Print Shop should be used for high volume print jobs and those requiring professional finishing such as document binding.

The recommended printer default for all print devices is mono, double-sided or multi-up on a page. Color printing should be used exceptionally and only where there is a specific requirement for a document to be printed in color.

All network printing should be printed on either a multi-functional device (copier) or supported network printer. The primary exception would be to accommodate face to face student printing within a department or area of the college.

Managed network printers will be located in each building/floor area of the college.

Only GTC supported printers are to be used for printing.

### Scope

This policy applies to all employees of the college; students; partners; suppliers; vendors; and community. It includes all printers, copiers, scanners and fax machines which are used within GTC.

### Roles/Responsibilities

All employees of the college are responsible for following the policy. Supervisors are responsible for enforcing the policy.

### Non-Compliance

*Failure to comply with/follow this policy may result in disciplinary action up to and including dismissal.*

<b>If Applicable:</b>	
Procedures	<a href="#">7-GTC-104-1 Print, Scan, Copy Procedures</a>
Forms	<a href="#">Managed Print System(MPS) Solution Exception Form</a>
Related Documents	
Associated SBTCE Policies & Procedures	
Other Related Links (referenced above)	