

COLUMBIA COLLEGE

Student Print / Copy Card Policy

NOTE:

Must; Shall; Will:

Should:

May or Could; Can:

Clarification of Terms

These words or phrases indicate actions or activities that are *essential or mandatory*.

This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.

These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

The student print/copy card policy document outlines the procedures involved with the management of student and staff printing and copying around the College.

PRINT/COPY CARDS

A print/copy card is a card prepared and sold by Columbia College that may be used by students for College printing or photocopying.

These cards will only be available in the denominations of \$2.00 for 20 pages (1 side = 1 page) and \$5.00 for 50 pages. All printing must be purchased with one of the print/copy cards. This simplifies the logistics for library and accounting departments handling the printing money.

Note: In special circumstances, as approved by the particular program manager and the IT manager, a printer may be placed in a lab to enhance access to printing services for students registered in specific courses requiring high levels of course-related printings as a requirement of successful completion of the course. These print jobs are to occur during scheduled class time directly from the printer in the lab, and would not require a print/copy card.

The print/copy cards have no monetary value after distribution other than the exchange of print/copy jobs. As cards are not assigned directly to a particular student, they may be shared between users. Lost or misplaced cards would not be replaced by the College.

Each student would receive a \$2.00 print/copy card as part of the orientation package into a new program. Programs with courses that have a large number of paper assignments may decide to include a printing/copy card as part of the education materials for that particular course. It is the responsibility of program managers to identify in advance which courses they feel would require a separate print/copy card. It is expected that this would be very rare.

The print/copy cards are sold in the Library during regular library hours. The cash register has been programmed to track which programs have the students who are doing the most printing/copying. This information can help program managers determine the printing needs of their students for individual courses. Once the card is used, the student will be required to purchase a new card if they wish to do more printing/copying.

HOW THE CARDS WORK


The print/copy cards will be the size and weight of a regular business card. Depending on the number of pages (1 side) requested, either 20 or 50 small boxes will line the card. When a student chooses to print or copy something, they will take their print/copy card to the library counter and request the number of print/copies. The library staff member would mark the card appropriately based on the number of print/copies received.

A stamp will be used to mark each card as it is purchased to have an identifier to help protect against students creating their own cards. A 'series' number may also be included on the card for a similar purpose.


The back of the cards would clearly outline that once purchased, there is no monetary value for the card, and if a card is lost, a new card would have to be purchased.

PRINT CARDS

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50

 **\$5.00**
Print / Copy Card

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

 **\$2.00**
Print / Copy Card