

Printing Acceptable Use Policy (ISP06)

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Document Control

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1. Introduction

1.1. Purpose: The purpose of this document is to ensure direction in the choice and use of appropriate printing, copying, scanning and faxing facilities throughout the Royal Veterinary College. Its purpose is to make sure the RVC's facilities are deployed to optimum effect; to ensure access to high-quality and cost-effective local print and copy facilities while also delivering efficiencies and value for money across the College.

1.2. Objectives: The objectives of the policy are to:

- Ensure quality and productivity – maintaining print quality and productivity whilst minimising volumes and costs.
- Reduce carbon emissions– fewer, more efficient, devices will enable a reduction in carbon emissions and reduction in electricity and paper costs.
- Reduce environmental impact-less equipment and consumables to dispose of.
- ensure understanding of the environmental impact and costs of printing and make sure that all are fully aware of these and can make informed decisions through central collation of management information.
- Best Value - ensure that the RVC obtains value for money from contracts.
- Increase security and confidentiality – via the reduced chances of print being left on printers by accident or printed out at an unintended device through authentication at the printing devices.

1.3. Scope

1.3.1. The policy applies to all full-time and part-time employees of the RVC, contracted third parties (including agency staff), students/trainees, secondees and other staff on placement with the RVC, and staff of partner organisations with approved access. It applies to all areas in support of teaching, clinical, research and business objectives.

1.3.2. The policy applies to all local printers, photocopiers, scanners, faxes and multi-function devices.

1.3.3. This policy excludes devices which perform specific line of business functions such as large scale document scanning devices, wide format plotters, clinical label printers and/or other output from clinical systems on non standard media.

1.4. Background

1.4.1. A recent external audit of printing and copier devices across service areas suggested that financial

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- Trays must not be overloaded.
- Labels must only be fed through the device once as the printing process affects the properties of the sheet/labels and increases the chance of labels becoming detached in subsequent use.
- Labels should be checked to ensure none are lifting from the sheet to avoid the chance of it coming detached inside the device.
- Labels should not be used outside the 'use by' date of the pack as this will affect the properties of the glue/gum and increase

2.7. Fax Machines. Separate analogue fax machines are costly to run (often being based on ink-jet technology), require a telephone line and take valuable desk space. MFDs can be fitted with analogue fax capabilities or can be used to access more sophisticated and cost effective centralised fax communication solutions. The following principles will be adopted:

- The purchase of new analogue fax machines will be restricted and only be possible when supported by an authorised Business Case. Users will be directed to share existing fax facilities where feasible.
- When MFDs are being deployed into workspaces existing analogue fax machines will be removed where practical and with the approval of the users.

2.8. Information. The printing facilities will be proactively managed by LISD by using software that tracks usage to an individual and departmental level and enables the RVC to see the volumes of printing and copying undertaken. Analysis of these volumes will enable the RVC to make informed decisions about new ways of working to improve the printing service to users and increase efficiency and reduce costs.

4. Authorisation and Governance

4.1. The RVC's IT Strategy Working Group (ITSWG) will be responsible for the governing the delivery of this policy and will receive regular reporting from the service and usage monitoring tools built in to the solution.

4.2. The appropriate Head of Department is responsible for requesting an additional MFD via LISD's Customer Services Managers. All purchases must be made through LISD/Finance. The costs of the selected solution will be billed to the appropriate budget.

4.3. When approving the procurement of an MFD/DTP, managers should consider whether facilities are already within reasonable distance of the user in an effort to ensure each device is used to capacity.

4.4. Before moving an MFD/DTP to another location, approval must be obtained from the Supplier of the MFD/DTP fleet. The appropriate Departmental Administrator will contact LISD who in turn will seek approval from the supplier. This is to ensure

