

Printing, Duplicating, Micrographic, Copiers: Administrative Practice

University Operations – Administrative

CWU Policy 203-21

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Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Facilities Management

Policy Statement:

Applicability:

Content:

Policy

(1) Management of the Program at CWU.

- A. Each dean and academic or administrative department head is responsible for the program requirements of his/her area as related to the need for reproduction and micrographic services. Accordingly, the aim of this administrative practice is to attain the most satisfactory and economical level of service for all CWU departments.
- B. The director of business services and contracts is appointed by the president to review reproduction equipment requests. The administrative assistant in the business services and contracts department will assist CWU departments in resolving problems which may arise from the inception of an equipment request until final disposition.
- C. The buyer in the purchasing office will assist departments in technical matters related to machine features. He/she will also supply the appropriate forms for equipment requests and answer questions related to proper completion, by departments, of the necessary forms.

(2) Use of Equipment and Facilities.

- A. Duplicating Service Center:
 1. This is the central reproduction facility for all CWU departments. Printing is done by the offset lithography process. Several printing presses, each with different specialized features,

can produce copies which are both higher in quality and lower in cost to the university than those reproduced by any other means. Departments are thereby expected to plan ahead and order reproduction work of twenty or more copies through the duplicating service center except in emergency situations where copies are required immediately.

B. Office Copiers:

1. "Annual Plan" or "Higher Volume" Copiers: Copiers of this type are authorized for certain offices under the following circumstances:
 - a. High volume usage.
 - b. Operational requirements for rapid response (i.e., registrar's department in preparing grade transcripts).
 - c. Geographical capability of combining usage with other offices in proximity.
2. "Monthly Rental Plan" or "Lower Volume" Copiers: This type of copier is authorized for offices with lower volume requirements. Even so, use of meters is encouraged so that other nearby offices can make use of the same machine and be properly charged for proportionate usage.

C. Micrographics:

1. Cameras, Processors, Printer-Enlargers: Examples of CWU departments utilizing such equipment include plant engineering for the microfilming of architectural plates, building maintenance systems drawings, etc., and historical archives for the microfilming of records containing information of significant historical value. Requests should be sent through the process described in Section 1.
2. Microfilm and Microfiche Readers: Requests by departments for micrographic readers may be approved if (a) the equipment augments an existing micrographic system, (b) the readers can be acquired via state contract, and (c) the number to be acquired for a particular department, office, or building does not exceed ten in any one year. (See Section 1.)

- D. Production Equipment vs. Instructional Equipment: Production equipment will not normally be used for instructional purposes and vice versa. This does not, however, preclude the visitation of classes to the duplicating service center to observe operations, nor does it preclude the hiring of work-study students as student employees of the duplicating service center.

(3) Acquisition of Equipment; Purchase vs. Rental or Leasing

- A. Justification for equipment acquisition will normally begin with the cost of renting or leasing. The basis for this approach is that a rental or leasehold relationship provides the university with the greatest opportunity for terminating a commitment if continuation would be unsatisfactory for any reason. In addition, the lessor (vendor) retains a vested interest in maintaining satisfactory service.
- B. Conversely, significant cost advantages may evolve from purchasing the equipment. This approach should be considered only if a net savings is projected over a five-year usage period, and if the quality of the proposed equipment is such that an even longer period of useful life is anticipated.

(4) Relocation of Equipment

- A. Reproduction equipment (copiers, duplicators, micrographic equipment) may be relocated, sold, or otherwise disposed of when it is to the university's advantage to do so.

(5) Reproduction Quality

- A. The quality of copies produced is not always related directly to cost. This is illustrated by the fact that offset printing produces very high quality copies, and is also the least costly of all reproduction processes.
- B. Care should be taken to assure that the quality of copies being sent to recipients outside the campus does not adversely affect the prestige of the university.

(6) Reproduction Security

- A. Copying of copyrighted material may constitute an infringement of federal law (Title 17, US Code). Congress, by statute, has forbidden the unauthorized copying of the following items. Fines or imprisonment, or both, may be imposed upon those guilty of making such copies:
 - 1. Obligations or Securities of the United States Government, such as:
 - a. Certificates of Indebtedness
 - b. United States Bonds
 - c. National Bank Currency
 - d. Treasury Notes
 - e. Coupons from Bonds
 - f. Federal Reserve Notes
 - g. Federal Reserve Bank Notes
 - h. Fractional Notes
 - i. Silver Certificates
 - j. Certificates of Deposit
 - k. Gold Certificates
 - l. Paper Money
 - m. Bonds and obligations of certain agencies of the government such as FHA, etc.

- n. Bonds. (US Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)
 - o. Internal Revenue Stamps. (If it is necessary to copy a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)
 - p. Postage Stamps Canceled or Uncanceled. (For philatelic purposes, postage stamps may be photographed provided the reproduction is in black and white and is less than 3/4 or more than 1 1/2 times the linear dimensions of the original.)
 - q. Postal Money Order.
 - r. Bills, Checks or Drafts for Money drawn by or upon authorized officers of the United States.
 - s. Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
- 2. Adjusted Compensation Certificates of Veterans of the World Wars.
 - 3. Obligations of Securities of any Foreign Government, Bank or Corporation.
 - 4. Copyrighted material of any manner or kind without permission of the copyright owner.
 - 5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
 - 6. Passports. (Foreign passports may be photographed.)
 - 7. Immigration Papers.
 - 8. Draft Registration Cards.
 - 9. Selective Service Induction Papers which bear any of the following information:
 - a. Registrant's earnings or income.
 - b. Registrant's dependency status.
 - c. Registrant's Court Records.
 - d. Registrant's previous military service.
 - e. Registrant's physical or mental condition. Exception: US Army and Navy discharge certificates may be photographed.
 - 10. Badges, Identification Cards, Passes or insignia carried by military, naval personnel or by members of the various federal departments and bureaus, such as FBI, Treasury, etc. (unless photograph is ordered by head of such department or bureau).
- B. Copying of the following is also prohibited in certain states: automobile licenses, drivers' licenses, automobile certificates of title.

- C. The above list is not all inclusive. In case of doubt, consult the director of business services and contracts or an Assistant Attorney General.
- D. Certain records of the university are kept in compliance with Title 40, Revised Code of Washington. Such records include, but are not limited to, directives of chain of command, procedures in case of emergencies, etc. Such records may be amended from time to time.
- E. Departments considering the copying of essential records should make certain they have the current issuance. Otherwise, resultant operational decisions may be incomplete or inaccurate. The department of business services and contracts maintains essential records schedules submitted by all CWU departments. Contact that department if in doubt as to the current status of any record being considered for reproduction.

(7) Departmental Records of Copier Usage

- A. Each department having custody of reproduction or micrographic equipment should keep records of usage, costs, and maintenance history so that evaluations can be made when necessary to support requested equipment changes.

(8) Departmental Interaction with Equipment Vendors

- A. If vendors of copying or micrographic equipment contact a department, verify that they have first discussed their intentions with the CWU purchasing manager, or buyer. This will make it possible to assist in analyzing departmental equipment requirements better. This policy is not meant to unduly restrict vendors, nor to preclude agency personnel talking to vendors, but rather to protect the state from unnecessary and undesired vendor calls by limiting access to those with need.

History:

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