



Procedure on: Multi-Function Scanner / Copy Machine Policy

Purpose:

To delineate the policy for procurement, placement, and use of multi-function /copier machines (machines) at Winona State University (WSU).

Procedure:

1. POLICY IMPLEMENTATION:

A. WSU manages the lease and maintenance, or maintenance only, of specified machines on campus. WSU has a contract whereby we pay a vendor a quarterly maintenance fee and the vendor in return, provides and services the machines,

B. Each machine shall have the following notice affixed to it:

NOTICE

The U.S. Copyright Law Title 17 of the U.S. Code governs the making of photocopies of copyright protected materials. The person using this equipment is personally liable for any infringement. Knowing and willful infringement of copyright is a criminal offense punishable by a fine, imprisonment, or both.

2. USER RESPONSIBILITIES:

A. All machines will have the capability to print on both sides of the paper. All users are urged to copy on both sides of the paper to save paper, file space, and postage costs.

B. It has been determined that, in general, reproduction of more than fifty (50) copies per page should be accomplished by the University Print Shop to save reproduction costs.

C. Each user of a machine is personally responsible for compliance with copyright laws.

D. All machines are connected to the network and a piece of hardware that will record a

count of printed pages. Monthly, the Campus Card Office will produce a spreadsheet (cost center, date, dollar, and description) to Accounts Payable with the usage totals that need to be charged to campus cost centers through the cost allocation process.

President's Signature: _____ **Date:** _____

Responsible Officer's Signature: _____ **Date:** _____

Definitions:

- a. Multi-Function Scanner: a device that provides numerous functions such as: copy, print, scan, fax, and email.
- b. Copier Machine: a device that makes an exact copy of something, such as a document, photo, drawing, etc.

Authorizing Policy:

- a. Policy 2.14

Policy History

Date of Adoption: Click or tap to enter a date.

Date of Implementation: Click or tap to enter a date.

Date and Subject of Revisions:

Date and Reason goes Here