



Policy 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).

Policy:

The Business Office will identify and periodically review the usage of the campus multi-function / copy machines to ensure that their placement is in the areas of greatest need, and that their usage covers the overall cost of leasing and maintenance.

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.

Subsequent Procedures:

Related Documents

- a. [U.S. Copyright Law, Title 17, U.S. Code MnSCU](#)
- b. [Policy 3.26](#), Intellectual Property
- c. [MnSCU Board Policy 3.27](#), Reproduction and Use of Copyrighted Materials President

Policy History

Date of Adoption: August 13, 2007

Date of Implementation: 8/13/2007

Date and Subject of Revisions: 8/18/88, 8/13/07

Revision Notes Go Here