

General Computing Facility Print Charging FACT SHEET

What is the new print charging policy?

In order to encourage responsible printing, reduce paper waste, and control costs, the campus has established a new policy to charge students, staff, and faculty who print more than 200 sheets each quarter in the general computing rooms. All users will be allotted 200 sheets (i.e., 400 pages front-and-back) per quarter. Each sheet beyond the first 200 will cost five cents. The policy takes effect on June 25, 2001, the first day of Summer Session One.

When you use any of the 16 general computing facilities on campus, the system will identify you and track each sheet you print. Any charges for print-outs beyond the first 200 sheets will be billed to individual students; charges incurred by staff and faculty will be recharged to their departmental accounts.

The rooms to which this policy applies are:

- 177 Memorial Union (The Station)
- 1, 15, 21, 27, 241, and 247 Olson Hall
- 1101 and 1102 Hart Hall
- TB114
- 163 Shields Library
- 301A, 301B, and 307 Surge IV
- 1131 and 1154 Meyer Hall

Who will be affected by this new printing policy?

This policy applies to anyone (staff, faculty, and students) printing more than 200 sheets per quarter in any of the 16 general campus computing facilities (see list above).

How do I know how many sheets I have printed so far?

Every time you print in any of the general computer rooms (see list above), a message will appear on your computer screen informing you of the total number of sheets you have already used for that quarter.

In addition, a "User Print Information" link will be provided under the Apple Menu (on Macs) and the Start Menu (for Windows) on all the computers in the labs. This link will take you to a Web page where you will be able to see a detailed list of the number of sheets you have used. To ensure the privacy of this information, you will be directed to enter your UC Davis LoginID.

In addition, you will receive email notifications, both when you reach the 100-sheet mark and again after 200 sheets. The email messages will inform you of your current total and will provide instructions on how to check your printing status via the Web at any given time.

I am a student. What does this new policy mean to me?

This policy applies only to users who print more than 200 sheets in one quarter from any of the rooms listed above. The number of sheets you use will be tracked automatically.

If you print more than 200 sheets during a quarter, the system will assign a 5-cent charge for each sheet you use until the first day of instruction of the next academic quarter. Payment for printing will likely be done via the quarterly fee statement.

If, like most students, you do not print more than 200 sheets in one quarter, you will not be affected by this policy.

I am a staff member. What does this new policy mean to me?

As a staff member, your printing will also be tracked and charges will apply beyond the first 200 sheets. The total amount due each quarter will be recharged to your department. If you suspect you might exceed your 200 sheets per quarter, it is important you notify the appropriate individuals within your department that deal with accounts payable and those who have budget authority. By the time this policy takes effect, we will have notified them of its provisions.

This policy may also impact you if your job involves interaction with students. As you interact with students, you may receive questions or concerns regarding the policy. Please refer to the details on this document and review the links below. You may also refer the student directly to the information provided at the end of this document.

I am an instructor. What does this new policy mean to me?

As an instructor, your printing will be tracked and any sheets you print beyond the first 200 in one quarter will also be charged 5 cents per sheet. The total amount due each quarter will be recharged to your department. If you suspect you might exceed your 200 sheets per quarter, it is important you notify the appropriate individuals within your department that deal with accounts payable and those who have budget authority. By the time this policy takes effect, we will have notified them of its provisions.

Students in your classes may also ask you questions or share concerns regarding the policy. They may request that you provide preprinted class materials, place materials at Navin's or Campus Copies, place materials on reserve in the library, or modify online documents to use fewer sheets when printed.

We have developed a "Tips for Responsible Printing" guide specifically to help instructors with more economical and environmentally friendly ways of distributing class materials to students. In addition, one-on-one training will be provided at the Arbor faculty training center (161 Everson). Email arbor@ucdavis.edu for more information or drop by 161 Everson, between Mrak Hall and Shields Library.

When will the new printing policy take effect?

The policy will take effect on June 25, 2001, the first day of Summer Session One.

Who is involved in this project?

- Committees:
 - Academic Computing and Coordinating Council (AC4): recommended the policy
 - Information and Education Technology Policy Board: approved the policy
 - Campus Rate Committee: approved the 5 cent per sheet charge and 200 sheet/quarter allocation
- Departments:
 - Information and Educational Technology – Lab Management: responsible for implementing the changes
 - Student Accounting: responsible for implementing the billing for students

How can I find out more?

Printing Policy Web page: <http://lm.ucdavis.edu/rooms/printing/>

Email: labmanager@ucdavis.edu