

<b>SUBJECT:</b> Campus Print & Copy Operations	<b>POLICY NO:</b> INT-26	<b>LAST REVIEWED:</b> July 2018
<b>APPROVED BY:</b> Executive Board	<b>MANAGED BY:</b> Director of Marketing and Communications	<b>NEXT REVIEW:</b> July 2020

**SUMMARY**

**Policy Statement**

BCITSA operates Campus Print & Copy to offer students and customers a cost-effective method to print and photocopy materials. BCITSA shall strive to provide students with photocopiers and printers that are available at all times of the day and in a variety of locations at BCIT in order to increase accessibility of these services for students.

**Purpose of This Policy**

The purpose of this Policy is to:

- Comply with all applicable copyright legislation and guidelines.
- Outline the services available to customers of the Campus Print & Copy operations.

**Application of This Policy**

This Policy applies to all employees and customers of Campus Print & Copy.

**Related Documents and Legislation**

Regulating Bodies

- Access Copyright

**Forms Associated With This Policy**

N/A

**Amendment History**

- Created [DATE]
- Amended [DATE]

## **DEFINITIONS**

### **Campus Print & Copy**

Campus Print and Copy is the operation of the BCITSA that offers printing and photocopying services.

## **DUTIES AND RESPONSIBILITIES**

### **BCITSA Director of Marketing and Communications**

The Director of Marketing and Communications is responsible for the interpretation and enforcement of this Policy as it relates to employees.

## **POLICY**

### **1. Services**

#### **1.1. Printers and Copiers**

- a. Campus Print & Copy shall maintain paper and ink levels at all printers and copiers under its control.
- b. Campus Print & Copy shall be responsible for the removal of any paper jams or service work required, only for printers and copiers under its control, within a reasonable window of time.
- c. Campus Print & Copy employees shall liaise with BCIT staff on an annual basis regarding ongoing service and location-based issues.

### **2. Copyright**

#### **2.1. Access Copyright**

- a. Campus Print & Copy shall comply with Access Copyright, the Canadian Copyright Licensing Agency.

#### **2.2. Other Applicable Regulations**

- a. Campus Print & Copy shall post all applicable copyright and usage guidelines in all locations where customers can make copies and/or print on a machine provided by Campus Print & Copy.

**Operations**

- b.** BCITSA shall not knowingly copy any material that does not have express consent for copyright purposes, and will not be held responsible or liable for any copyright infringement that arises from Customer usage of the self-serve copy machines located across campus. It is the responsibility of the Customer using the machine to ensure they have the appropriate permissions to copy any copyright protected material.

**PROCEDURE**

N/A