

Copier Management

FT_IT_UT_10

Responsible Officer

Rick Snider

Responsible Office

IT

Approval Date

2019-11

Re-evaluation Date

2021

Policy Statement

Carolina University provides copiers and other multi-function devices (MFDs) for the use by CU employees and students.

Policy Procedures

Employees

CU employees should only use CU copiers and MFDs for university business. When printing to remote devices, employees should exercise care to not compromise protected information to unauthorized employees or students.

Students

CU provides copiers for student use in the George Manuel Library and the Student Center. Students are not charged for black and white (b/w) printouts, and should thus refrain from using b/w copier services for personal, non-educational purposes. Color services are provided by the library on a pay-per-page basis, and can be utilized for educational or personal copying needs.