

PRINTING AND PHOTOCOPYING POLICY AND GUIDANCE FOR STUDENTS

The University provides free printing and photocopying facilities on designated machines for students to use for academic purposes and within reasonable limits.

This policy and guidance document explains

- How you as a student may use the University's printing and photocopying facilities
- What types of printing and photocopying are permitted under this policy
- How you can minimize your printing and photocopying requirements to keep your usage reasonable and support the joint University/MDXSU sustainability aspirations
- Where you can find further information on printing facilities and help and support if you need it
- The action that will be taken if you fail to comply with this policy

This policy applies to all students based in London at the Hendon campus, or using Middlesex designated machines at Allianz Park, the Whittington Hospital Library, the Royal Free Hospital or any other London site where the University may deploy machines. It does not cover the use of printing and photocopying facilities at the overseas campuses, or at the sites of collaborative partners, where local regulations will apply.

Note that this policy should be interpreted in conjunction with the comprehensive Computer Use Policy for Students

<http://unihub.mdx.ac.uk/mdx/regs/policies/index.aspx>

Rationale for this policy

Where possible the University seeks to deliver teaching and learning materials and documentation in digital form so that these can be accessed from any location on a wide variety of devices. The University is moving towards electronic submission of coursework across all disciplines and provides extensive storage facilities for students' personal work through Office 365. Students are encouraged to work digitally as far as possible, to enable material to be stored safely and used flexibly. The University recognizes that, in the course of their study, students may need to print out or photocopy certain materials and within the framework of this policy, this service is provided at no charge.

Unnecessary printing and copying are not only detrimental to the environment, but cost the University significant sums which could otherwise be spent on further improving student facilities and services. In collaboration with MDXSU the University encourages students to consider the ethical and environmental implications of their actions, including printing and copying. Further guidance on ways to minimize your printing and copying requirements is provided below.

To use the University printing and copying facilities, you need to pair your card once at a printing device or kiosk. Thereafter, you can use any student printing device across campus by swiping your student ID card on the card reader to release your print jobs.

All of your printing and copying is recorded against your student account. You are responsible for the usage associated with your student card and you must ensure that you make appropriate use of the University printing and copying facilities in line with this policy. In the event that you fail to follow this policy, you will be subject to disciplinary action under the University regulations.

Permitted printing and copying

You are permitted to print or photocopy your work or University documents or learning materials provided by the University when this is required to support your programme of studies or University business and within reasonable limits. All printing or copying is for personal use only. You are not permitted to print or copy for other students or individuals unless you have a valid reason for doing so.

The print and copy machines are set to duplex (i.e. double-sided) and black-and-white as a default. Single-sided or colour printing should only be used when this is essential.

Any document that remains on the print server without being printed for 12 hours will be automatically deleted. You will also be able to delete any print job from any device should you realize that you no longer need to print it.

Reasonable Usage

The University recognizes that students will have different printing and copying requirements and is alert to the needs of different programmes and modules. Consequently the definition of what is a “reasonable” amount of printing and photocopying will take account of the programme, School and wider University usage levels. It will also take account of reasonable adjustments that may be required by students with disabilities or SpLD; those campaigning for election with MDXSU, or those actively involved in publicizing student activities and groups.

If your usage is excessive you will be contacted in writing and you will have the opportunity to inform the University of any relevant mitigating circumstances that may have contributed to your excessive use prior to any consideration of misconduct.

If you have a specific requirement for a large volume of printing or copying, you should discuss this with CDS Print Services who will ensure that this is handled in the most efficient and cost-effective way.

Conserving the environment and making best use of University resources

The University is committed to improving its own environmental performance in a wide variety of ways including the effective utilisation of printing and copying facilities.

Environmental Impact – save those trees

Saving trees, in a manner of speaking yes, but the **production** of paper has an **impact beyond just felling trees** grown as a commercial crop.

It requires a **large resource input** in terms of energy, water and chemicals, producing **large volumes** of solid, liquid and gaseous **waste**, some of which is **hazardous**.

Middlesex implemented centralised printing through **high efficiency** Multi-Function Devices (**MFDs**) allowing users to **better manage** their own printing.

You are now in **control** of how much and what you **print** so please **help** us **minimise** our **environmental impact**, reduce our **costs** and **keep** this valuable **printing** service **free** for you.

To play your part, please ask yourself these questions

- Do I really need to print/copy or will a digital version suffice?
- Have I securely backed-up my work -- and, if so, is it still necessary to print out a copy?
- Can I remove the need to photocopy by scanning instead, with the scanned document being sent to my email box?
- Can I reduce the number of pages I need to print by changing the font size or reducing the margins?
- Have I checked my work to ensure that I have the final copy incorporating all the amendments and following an automatic spell-check before printing it out?

- Have I used the print preview option to ensure that my document fits onto the smallest number of pages that will be appropriate?
- Could I reduce the number of pages I need by printing or copying two pages per sheet?
- If I am only making small changes to a document, then am I sure that I am only reprinting the pages that have changed – not the whole document?
- Can I use cloud services to share documents with a group, rather than photocopy or print?
- Am I saying "no" to printing PowerPoint presentations? PowerPoint files can be full of graphics, colored backgrounds and very little text. Instead of printing, use it as a study opportunity to take notes—typing or writing—from the PowerPoint. By recording the information yourself, you become more familiar with the material.

Copyright law and permitted photocopying and scanning

Copyright law exists to protect the rights of authors, illustrators etc and breach of copyright is a legal offence as well as an infringement of University Regulations. Breach of copyright includes copying more than a certain proportion from printed and electronic books and journals, web sites etc.

Students may only copy or scan a “fair” amount of a copyright protected work, which is generally limited to one chapter from a book, a single article from a journal or 5% of a publication. This covers the vast majority of the print and electronic materials held or made available by the Library. For more details on what is permitted by copyright law see <http://unihub.mdx.ac.uk/study/copyright/index.aspx>

Where students are found to have copied (printed or scanned) material in breach of copyright, this material may be confiscated and further action taken as set out in the University Regulations.

Unauthorised use of the printing and copying facilities

The following activities are not permitted on the University’s print/copy facilities:

- Printing or copying for personal uses not related to your programme of study or University business. If you need to copy or print non-academic materials, consult CDS Print Services who will be able to advise.
- Printing or copying on behalf of others.
- Printing, copying or scanning in breach of copyright (see above).

- Printing in breach of the Computer Use Policy
<http://unihub.mdx.ac.uk/mdx/regs/policies/index.aspx> e.g. pornographic or offensive material.
- Excessive printing or copying.

Advice and support

Further information on the University's print facilities, including details of where print hubs are located on campus, and the services provided by CDS, can be found on UniHub --- <http://unihub.mdx.ac.uk/print>

Liability for misuse and disciplinary action

Excessive printing or copying, or other unauthorized use of printing and copying facilities as outlined above, will constitute Misconduct as defined in section B of the Student conduct and discipline rules which form part of the University Regulations.

NB/LSS
2015/16