

Policy No.: 3023

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The Tracking of Photocopying and Printing Fees

A system of software and hardware that allows the College to track the number of copies or sheets printed on a person-by-person and department basis by use of a unique log-in and the student or employee identification card.

By using this system, the College is able to charge students, internal departments, and community members per sheet copied or printed on the walk-up printers and copiers on campus, including those walk-up units in the Digital Printing & Design Services department.