



# Oakland University

## Administrative Policies and Procedures

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**SUBJECT:** PRINTING AND REPROGRAPHIC SERVICES

**NUMBER:** 1360

**AUTHORIZING BODY:** VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

**RESPONSIBLE OFFICE:** UNIVERSITY SERVICES

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**RATIONALE:** The Printing Services Department (PSD) serves the entire Oakland University (University) community in fulfilling printing and Reprographic needs, both for in-house production and through the use of External Vendors. This policy addresses submission of projects to the PSD in order to maintain high quality, visual consistency and cost effective service for the University community.

**POLICY:** All campus printing/copying requirements must be processed through the PSD if originating departments cannot economically meet their needs using their own departmental printers/copiers. If the PSD is not able to effectively complete the project for any reason, PSD will arrange to have the project completed by an External Vendor.

All projects involving External Vendors, except satellite locations, as noted below, must be approved by the PSD prior to the work being ordered in order to ensure optimal printing quality, price and timing. Print orders placed with External Vendors, but not originated by PSD, will be processed for payment with a ten percent (10%) surcharge billed to the non-conforming department.

Reprographic/copying needs for satellite University locations (Macomb University Center, as an example) may be handled locally when that option is more economical than working with PSD on the main campus.

The PSD is not responsible for the operation or maintenance of copiers and printers residing within the various University departments.

**SCOPE AND APPLICABILITY:** All University departments and employees must adhere to this

policy when procuring printing or copying services.

## **DEFINITIONS:**

**External Vendor:** One of the companies on the University approved vendor list.

**Reprographic(s):** The reproduction, reprinting, or copying of graphic material by photographic, electronic or other means.

## **PROCEDURES:**

**Copyright Clearance Permission:** All requests for copies of copyrighted materials must have approved copyright clearance permission attached. Course packs should be cleared through the Bookstore in accordance with [OU AP&P #185 Supplementary Classroom Materials](#). Upon request, the PSD will provide the necessary forms and assistance to obtain copyright clearance permission.

**Personal Services:** PSD accepts personal printing requests from University employees (e.g., event invitations, stationary, etc.) so long as business related projects are not affected. Individuals will be charged directly for services rendered. Interested parties should contact the PSD.

**General Information:** Publications (newsletters, booklets, posters, etc.) intended for an external audience must be prepared in accordance with the requirements of the University Communications and Marketing Department (UC&M). This includes the use of University trademarks, logos and symbols. See [OU AP&P #488 University Communications](#).

PSD works in partnership with the Mail Services Department on print projects that will be direct mailed off-campus to ensure compliance with U.S. Postal Service requirements. See [OU AP&P #1340 Mail Service](#).

Departments should give appropriate lead time for projects to ensure that their deadlines can be met. Since lead times vary depending on the scope of the project, departments should contact PSD early in the process for proper planning.

PSD prints and stocks the majority of University approved forms. The staff can supply a current list of available forms. PSD has a Customer Service counter in the Police and Support Services building (PSS) open during the business hours as shown on the [PSD website](#).

On-campus pick-up and delivery service is available.

Further information on all services (including business cards and letterhead stationery) is kept current on the [PSD website](#).

## **RELATED POLICIES AND FORMS:**

[OU AP&P #185 Supplementary Classroom Materials](#)

[OU AP&P #488 University Communications](#)

[OU AP&P #1340 Mail Service](#)

**APPENDIX:**



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