

3. COPYING POLICY

POLICY

It is the policy of Scott County to provide coordinated multi-function office machine (copy, scan and fax) service to all departments and offices in the most cost-effective and efficient manner possible. Said services shall be provided by the Facility and Support Services Department. In general, acquisition of multi-function equipment shall be through direct purchase whenever such funds are available and need exists. Lease and/or rental options shall only be exercised in unique situations. The use of recycled paper and two-sided copying will be encouraged and the unnecessary use of color copying discouraged in support of Scott County's sustainable mission.

SCOPE

This policy is applicable to all offices and departments within Scott County government and any outside agencies utilizing county print shop services.

ADMINISTRATIVE PROCEDURES

- A. Responsibilities of Facility & Support Services (FSS)
 1. FSS shall be responsible for the purchase and maintenance of all County copying equipment. All requests for service on copying equipment shall be directed to the Service Provider number as indicated on the service tag attached to the machine or as directed by FSS. In the event that service is unsatisfactory, contact FSS for follow-up.
 2. FSS shall work with IT to adopt general specifications for all future multi-function purchases so as to achieve standardization of machines. These specifications shall be reviewed and updated as necessary. Wherever possible and feasible IT and FSS will purchase technology to provide users with equipment features to enhance user productivity.
 3. FSS shall have responsibility for the bulk purchase of all copying supplies (paper and toner). FSS will supply recycled and green products whenever possible. Users should practice two-sided copying whenever feasible and practical to encourage the preservation of natural resources and to protect the environment. Paper for use in departmental copiers and printers shall be ordered through the Print Shop and will be charged back to each department. Specialty papers not normally stocked by the Print Shop shall be purchased and supplied by the requesting department or agency.

4. FSS shall conduct, on an annual basis, a survey of all existing copying equipment, in conjunction with the annual budget review process. FSS shall annually budget, within the Electronic Equipment Capital Plan for machine replacement based on a scheduled life-cycle and usage.
5. FSS shall be responsible for monthly usage meter readings.

B. Departmental Responsibilities

All offices and departments shall:

1. Route all major copying jobs to the Print Shop for processing.
2. Assist FSS in gathering data to assist in maintenance and machine replacement planning. Users shall notify FSS if copier needs change resulting in the need to move, eliminate or add machines
3. Use recycled paper and two-sided copying whenever feasible and practical. The unnecessary use of color copying shall be discouraged. Compliance with these practices supports cost effectiveness and the County sustainable mission.
4. Order all standard paper types for copiers, printers, and multi-function machines from the print shop.
5. Order all standard toners for copiers, printers, and multi-function machines from the FSS Purchasing Office.
6. Return all depleted toner cartridges for proper recycling and/or disposal.

C. User Costs

User charges for services for County Departments, employees, public requests and outside agencies will be evaluated and determined on an annual basis using historical data, labor estimates and current material pricing.

D. Other

All proposed equipment purchases shall be made in accordance with established County purchasing policies.