Appropriate Use of Printing Resources

Many of the University’s student labs and classrooms provide free access to printers. The increasing reliance on information technology resources by the University community requires an environment in which these printing resources should be used in a responsible, ethical, lawful and efficient manner.

The largest and most widely used computing lab is the Open Access Lab located in building 79. This lab utilizes an automated printing system via the Nautilus card, which incurs no charges, but limits the number of printed pages.

The following general guidelines should be followed when printing in any of the University facilities:

- Printing should be limited to a single copy per document. Printers are not to be used as duplicating machines. Copiers are available for this purpose.
- Using printing resources for private purposes for financial gain is forbidden. Legitimate printing pertains to academic work and intellectual growth.
- Do not print manuals or online books.
- Printing of e-mail is discouraged unless it is required for course completion.
- Conserve paper whenever possible. Preview your documents on the computer screen before sending them to the printer and print only final drafts.
- After sending a document to the printer, retrieve it in a timely manner. Print jobs left in a print queue may be deleted and unclaimed printed documents may be recycled. (Check specific lab policies for time requirements.)
- Be considerate of other users. Try not to print large graphics or extensive documents during peak lab hours as these types of jobs tie up the printers for extended periods of time. Students needing to print large documents related to University course work are encouraged to do so when the lab is not busy.

Individual colleges and departments may have additional conditions of use for printing facilities under their control.

Violation of any of these policies may result in the loss of your printing privileges.