PRINT MANAGEMENT POLICY

In support of the Nichols College Green Campus program, and recognizing its responsibility to discourage waste and to promote environmentally-friendly uses of resources, Conant Library has installed a computer-based print management system called *PaperCut*.

All library computers will be connected to the *PaperCut* print management system. This system will assign a price per print, track the credit available for each student, and automatically debit the correct amount from a student's account once a document is printed. Reports will be generated to observe printing practices and trends at the College level.

By the first day of classes, each student registered at Nichols College will be credited $25.00 worth of free prints per year in a *PaperCut* account. (There may be a processing delay for students who register after the first day of classes.) Accounts will be debited $.05 for each black and white single-sided print (500 prints) and $.04 for each side of a black and white double-sided print (the equivalent of 625 single-sided prints). Accounts will be debited $.20 for color single-sided and $.30 for color double-sided prints.

Once a student selects "print" in a document or web page, the student will log into *PaperCut*, the document will be sent to the printer, and the charge will automatically be deducted from the student's account. (Note: Users will not be able to send print jobs of more than 25 pages at one time and will have to divide large print jobs into two smaller ones.) Users will receive a low balance notification when their balance reaches $2.00. Once a user reaches the limit they will have to add to funds to their *PaperCut* account in order to continue printing.

Adding Additional Funds: Students needing to add additional funds to their printing accounts can do so by going to the Circulation desk for assistance. They can also transfer funds from one *PaperCut* user account to another. A minimum purchase of $.50 is required. Only cash will be accepted for purchases. The library is not able to accept credit or debit cards or 'Bison Bucks'.

Students can check their printing accounts online for current balance, print history, and environmental impact.

Account Credits (refunds): Credit for printer errors will be issued through the library. Account credits will only be given for printer malfunctions such as paper jams, smeared toner, streaked printouts, etc. Credits will not be given for user errors or unwanted printouts. Cash refunds cannot be given instead of print credits. To receive credit, damaged prints must be brought to the circulation desk.

Unused Print Credits: Credits are not carried forward from year to year, nor may they be redeemed for cash. All unused print credits will be cleared from all accounts five days after the last day of the academic year.

Guests: Guests (patrons who are not registered Nichols students, staff, or faculty) are required to pay for all printouts. Circulation Desk staff can create a guest print account in the *PaperCut* system and collect money for the account. The cost for printing is $.10 per page single-sided black and white, $.20 per page, duplex black and white; $.20 per page for color single-sided.

Faculty and Staff: To support instruction and academic research faculty and staff will receive an unlimited quota for black and white printing. A single faculty/staff print account has been created in *PaperCut* and the log-in information is available at the circulation desk. Faculty and staff needing to print in the library should inquire at the circulation desk.