


<p><b>Name of Policy:</b> <a href="#">University printing services</a></p> <p><b>Policy Number:</b> 3364-40-26</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent:</b> Associate Vice President for Auxiliary Services</p> <p><b>Scope:</b> All University of Toledo campuses</p>	 <p><b>Revision date:</b> August 15, 2018</p> <p><b>Original effective date:</b> March 1, 2008</p>
<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

The university shall provide access to printing, photocopying and other related business services to conduct and support university business. These services also will be offered to students, faculty and staff in accordance with the university procedures.

(B) Purpose of policy

The purpose of this policy is to ensure quality, consistent and efficient reproduction and printed materials representing The University of Toledo.

(C) Roles and Responsibilities

Printing/reprinting of materials funded by a university account may be submitted through the university print shop, which has first right of refusal. Material or copy including printing that require special design or artwork may be submitted directly through the university print shop. Copyright compliance is the responsibility of the end-user. Materials which are being reproduced for sale to students for class use are to be sold through the university bookstore. No materials are to be sold directly to students in class.

<p>Approved by:</p>  <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p>Date</p> <p><i>Review/Revision Completed by: Associate Vice President for Auxiliary Services Senior Leadership Team</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <p>Previous 3364-45-03 effective date March 1, 2008</p> <p><b>Initial Effective Date:</b> March 1, 2008</p> <p><b>Review/Revision Date:</b> February 15, 2012, August 15, 2018</p> <p><b>Next review date:</b> August 16, 2021</p>
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