To: Faculty, Graduate Students, Instructors, PTLs, Staff
From: Barry Sopher, Department Chairman
Re: Budget reduction measures for printing
Date: 10/12/2006

This is to alert you to some changes in the way that printing will be handled in the department. Because of the university’s severe budget situation, we have been forced to make permanent reductions in our operating budget. Two of our largest expense categories are paper and toner costs associated with printing and copying. In consultation with the ad hoc budget advisory committee, I have decided on some measures that will allow us to make significant savings in these areas. Many of you will not be much affected by these measures, but certain large users will be. For printing, there will be a quota set initially, after which users must pay in advance for additional printing. Wade Olsson has developed a system that allows us to monitor usage of network printers in the department, and to set quotas for individual users. Once the quota is reached, no additional printing may be done until a prepayment is made, and the quota reset. The price per page that we will set is intended to be the marginal cost of printing. For those (relatively few) of you who have personal printers in your offices, you will need to purchase both paper and toner cartridges on your own account. The initial quota and price is 500 pages. Once you exceed your initial quota, you must pay in advance, at the rate of 6 cents a page, for additional printing. If you wish, you can arrange for payments to, by default, come out of a research or grant account, if you have one. Otherwise you will need to pay in advance (by cash or check) to increase your quota. Wade will send you a separate memo telling you about a utility that will be available on the network that allows you to check your current printing balance, so that you always know where you stand. In order to avoid interruption to your ability to print, it is recommended that you replenish your account before it runs out.

We don’t plan to make any immediate changes in copying policy, as the bulk of copying now seems to be for teaching (exams, etc.), and this is largely nondiscretionary. Materials for classes, therefore, should be given to the office staff for copying, rather than printing (unless you don’t mind paying for this yourself). I would like to take this opportunity, however, to encourage people to post materials online for your students, rather than making handouts for your classes, so I hope people who are not already moving in this direction will begin to do so, especially for larger classes. This includes things like syllabi. Seminar papers will be distributed electronically, to the extent possible, and individuals can decide if it is worthwhile printing the paper. You can actually read a paper on your computer—try it, if you haven’t before, it works! If we find that we are not able to contain costs sufficiently with the quotas on printing, something similar for copying will have to be considered as well.

Practical matters: Faculty, instructors and PTLs should communicate with Debra Holman to replenish printing accounts, while graduate students should communicate such requests to Dorothy Rinaldi. If you are a graduate student and a PTL, think of yourself as a graduate student and make your requests to Dorothy. As already mentioned, it would be best to replenish your account before it runs out, as a request to replenish an account
cannot be implemented instantaneously. A $50 replenishment (approximately 850 pages of printing) is the recommended minimum replenishment. If you have your own printer, you may purchase packages of paper (500 sheets) for $2.50 from the office, or buy your own paper by the case. Toner cartridges for personal printers should also be purchased on your own account. These can be ordered through the department if you have an account that can be filled, otherwise it is best if you purchase outside the department.

If you print to the Xerox machine in the main office, you must use “secure print.” If you do not know how to use secure print, just ask Janet Budge. Failing to use secure print adversely affects copying work in the main office by, for example, interrupting copying of exams. The office staff has been instructed to cancel print jobs that arrive in the middle of major copying work of this sort. Printing to the Xerox machine has advantages for us, in that the toner costs are included in the fixed cost contract we have on the machine, but failure to use secure print is a big problem, especially during exam periods. Access to this printer may be restricted if people do not use the secure print option.

We may need to make adjustments as we see how this system works, so this may not be the final word (but then it may be). Please feel free to communicate concerns or questions about this new policy to me. The quotas will go into effect by the end of the day on Friday, October 13, 2006.