

## Simmons College Printing on Public Printers

### Objective

The volume of material printed on public printers at Simmons is continuing to rise dramatically. By implementing a printing quota policy, the College has decreased wasteful printing and prevented the few from abusing the privilege. This policy is environmentally sound and fiscally responsible without restricting legitimate academic needs.

### Rationale

With unlimited printing, some users abuse the privilege and give no or little thought to paper/toner costs and environmental impact. Users will print documents that they could simply read online or print an entire web document, when they only need a small portion of that document in a printed format. By doing so, they deprive other students of access to printing resources raising issues of fairness across the student body. Most colleges are faced with the same dilemma and also charge for printing.

### Method

- Pay-for print quota software will monitor printing on all public printers (all public lab printers, library printers, and Technology labs).
- The pay-for-print system will display the user's print status every time they swipe their card to print.
- Students will be allotted a free print quota of 350 pages at the start of each semester. Page balances will not carry over to the following semester. Thus the student quotas will be reset to 350 pages at the start of the Fall, Spring and Summer semesters.
- Students will be allotted an extra 50 pages to allow for misprints. Students who exceed 400 pages will be charged \$0.07 per page on their Fenway Card account for additional printouts. Students may add money to their Fenway Card using a credit card online.
- Color printouts will be charged at 11 page units, that is, each color page will count as 11 pages towards the quota and be charged at \$0.77 once the student is above the quota.
- Faculty and staff mostly use departmental printers. Faculty and staff printing of work-related material to public printers will also be subject to a 400 page quota.

- Guests and alumnae will be able to print by obtaining a card from one of Library Information Commons service points: the Circulation, Reference, and Technology Desks.

### **Instructions and other information**

For additional information about printing to Simmons public printers, including instructions and answers to frequently asked questions, please see [my.simmons.edu/printing](http://my.simmons.edu/printing).