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4 **PRINTING**
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6 District printing, graphics, and reproduction services will be provided to District-funded operations
7 and activities subject to the following guidelines and priorities.
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9 **A. Copyright Compliance**

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11 Reproduction of printing of all copyrighted material will be done in strict compliance with
12 appropriate laws.
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14 **B. Requisitions**

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16 Printing or graphics work shall be requested through a print requisition. Requests from
17 student organizations, clubs and associations must be signed by the authorized sponsor or
18 student activity advisor.
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20 **C. Scheduling**

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22 Most projects--except for quick copy--require preparation time of at least 10 working days.
23 Large or complicated projects may require more time. A delivery date cannot be set until
24 each project is received in its entirety and has been reviewed. Projects are subject to the
25 following general priority standards:
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- 27 1. Priority 1 - Registration materials, forms, signs, announcements, and class
28 schedules.
- 29 2. Priority 2 - Instructional materials, outlines, worksheets, tests, course exercises,
30 special supplementary materials;
- 31 3. Priority 3 - Critical dated material (including annual reports and newsletters),
32 personnel announcements, Board materials, specialized forms, charts or graphs,
33 and approved recruiting information;
- 34 4. Priority 4 - Miscellaneous materials, general brochures, posters, business cards,
35 and flyers.
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40 **D. Standards**

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42 Standards for the various printing and graphic operations are published in the Center's
43 "Guidelines and General Information" brochure.
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45 **E. Charges**

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47 1. There will be no charge for printing of usual and customary instructional materials,
48 business forms, and other business communications.
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- 50 2. Enterprise and ancillary operations such as chartered student body organizations,
51 clubs, categorical programs, the employee credit union, the cafeterias,
52 independent foundations, the Professional Development Center, KVCR and the
53 bookstores, may use District printing services, but shall reimburse the District for
54 the full cost (materials and labor) of such services.
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- 3. Any authorized group or individual requesting printing of materials for resale shall reimburse the District for the full cost of such services.
- 4. Printing will be provided to employee unions subject to the terms of the union contract.

F. Limitations

Printing and graphics services are subject to the limitations of the equipment in the shop. The Print Shop Supervisor will determine when materials must be sent to an outside source for service.

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