



# GreenPrint Policy

---

**Effective:** 05/14/2008  
**Updated:**  
**Pages:** 2

## I. Purpose

This policy works to reduce excessive printing practices on campus in ways that align with broader campus-wide initiatives aimed at making Wilkes a more environmentally responsible community. The policy outlined below stems from a recent study of campus printing which indicated that 85% of students print less than 500 pages per semester and that the remaining 15% of students account for 50% of all paper usage. This policy establishes a per-student printing quota that is commensurate with the printing needs and practices of the preponderant majority of students across campus and that highlights attentive printing as one way in which students might engage in environmentally conscious practices and behaviors.

## II. Applicability

This policy applies to student printing in all public computer labs and classrooms.

## III. Policy

Printing will be monitored on all public printers located in computer labs and classrooms.

Students will be allotted a quota of 500 pages at the start of the Fall, Spring or Summer semesters. Students will be allotted an extra 50 pages to allow for misprints. Students who exceed 550 pages at the end of the Fall, Spring or Summer semesters will have a \$0.10 per page charge placed on their student account.

Quotas do not roll over into the next academic period.

Users are encouraged to print on both sides of the paper (duplex) as this cuts down on waste and benefits the environment. To promote the efficient use of

paper utilization, quotas will be decremented by the number of pieces of paper rather than the number of images. For example, three single sided pages would count as three pages however if the same pages were printed on both sides of the page it would count only as two pages against you quota.

Additionally users are encouraged to print when ever possible multiple images (multiple up) on each side of the page. Again user quotas are only debited by the number of sheets of paper used and not the number of images.

#### IV. **Responsibilities**

IT Services will maintain a FAQ on the GreenPrint Program

IT Services will maintain a list of print reduction methods