

ADMINISTRATIVE DIRECTIVE

6.4 COPY SERVICE

The Auxiliary Services and Enterprises administers the Copy Service management program at LSU Health Sciences Center. The purpose of this program is to provide copy services in a quality conscious and cost effective manner, and to achieve the maximum possible standardization for cost purposes by restricting unlimited access of vendors to departments and offices of the University. The intent of this program is to also assure that the equipment is adequately serving the users, both in terms of specific size and type of equipment as well as location.

A. Acquisition

1. The Auxiliary Services and Enterprises office administers the acquisition and disposition of copy equipment.
2. Auxiliary Services and Enterprises works as a liaison between the vendor representatives, University personnel, and the Department of Purchasing and Materials Management.
3. This procedure applies to the procurement of all copy equipment regardless of the funds available for procurement.

B. Changes

1. A department needing to add or change copy equipment should submit its requirements to Auxiliary Services and Enterprises, which will evaluate the request, make a recommendation, and initiate the orders, if appropriate, for changes and/or additions. The request should include exact location of the equipment, estimated monthly copy volume and any specific features that are required.
2. Any action to add or change copy equipment must have the joint approval of the requesting department and Auxiliary Services and Enterprises. If there is disagreement, the request is forwarded to the Vice Chancellor for Business and Reimbursement for his review and final decision.

C. Bulk/Mass Copying

1. Low volume copiers are conveniently accessible to almost every department. They are intended only for the production of a limited number of copies.
2. Employees who have a large amount of copying should yield the use of the copier to those with only one or two items as a matter of courtesy.
3. All high volume copying should be directed to the Print Shop. The Print Shop offers quick turnaround as well as lower costs than the convenience copiers.

D. Availability

1. Departmental copiers are available during normal working hours in over 150 locations.
2. Five copiers are located in the Medical Library, which are available for use during library hours. These machines accept coin, cash, debit cards and access codes.

E. Accessibility

1. Most copiers can be accessed by using a departmental copier access code. Exceptions are the small copiers, which are generally used by one department only and are in a controlled area.
2. Copier access codes may be obtained by the department head or secretary through the Auxiliary Services and Enterprises office. Requests must be in writing.
3. Residents/House Staff utilize debit cards for the copiers in the Medical Library only. The Medical Education office distributes these cards to the house officers.
4. The copiers located in the Medical Library can also be utilized through the coin operated and debit card mechanisms.

F. Copy Charge

1. The Auxiliary Services and Enterprises office compiles and totals the departmental copy amounts according to access code on a monthly basis. We in turn then charge the departments based on this data at a rate of 5 cents per copy. Some low-volume copiers have a volume minimum in place that results in a higher per copy rate.
2. The coin-operated mechanisms in the Medical Library require 10 cents per copy.
3. Debit cards for the Library copiers may be purchased for 75 cents each in the Auxiliary Services and Enterprises office. Upon use, the cards will be debited 5 cents for each copy made. Cards may be replenished in the Auxiliary Services and Enterprises office.

G. Security

1. To provide departments with maximum security capability for the control of their individual copier access code, most machines have been equipped with an electronic auditron feature, which is built into the machine. These devices provide for increased security by requiring five digit access codes, with a maximum of three access attempts before a lock out is encountered.
2. Department access codes often are used without authorization. Quarterly reports are sent to departments indicating their copy usage for the prior months of the fiscal year. If there is suspicion of an unauthorized user, the department may contact Auxiliary Services and Enterprises to change their access code.

H. Supplies

1. All normal operating supplies for the copiers are included in our facilities management

contract. Normal supplies include toner, developer, and letter and legal sized paper.

2. Departments who wish to use the copier paper in their other office equipment will be charged an amount equal to what the General Service Store charges for office paper. Excess paper charges will be charged quarterly based on beginning and ending paper inventory readings.

I. Maintenance

1. All maintenance is included in our facilities management contract.
2. For service on your copier, dial extension 7640.