



RECOMMENDATION

REVISE- The policy on the books was last substantively revised in 1986. Since that time, many changes have occurred in the institution in terms of the printing services available and in terms of the University's publications/communications organization.

This policy is being revised to ensure that the policy aligns with current practice and organizational structure. For example, the University no longer requires that all publication design work be subject to the approval of the Director of Publications, a position that no longer exists; the ORS and policy manual referenced also no longer exist. A title change is also proposed, from "Printing and Publications" to "Printing and Mailing".

Note: "mailing" throughout the policy refers to mailing outside the UO such as by the US Postal Service, FedEx, etc. Campus mail has its own policy.

ENTITIES AFFECTED BY THIS POLICY

University units and recognized student groups. The revision brings the policy in line with the organizational structure and current practice with which these stakeholders are familiar.

WEB SITE ADDRESS FOR THIS POLICY

<http://policies.uoregon.edu/policy/by/1/06-finance-and-business-affairs/printing-and-publications>

RESPONSIBLE OFFICE

Printing and Mailing Services.

For questions about this proposal, please contact Mark Dixon in Printing and Mailing Services (mdixon@uoregon.edu; x62432) or Kassy Fisher in the Office of the Vice President for Finance and Administration (kmfisher@uoregon.edu; x62807).

ENACTMENT & REVISION HISTORY

03/07/1986 Reviewed and Approval Recommended by President's Staff on 03/07/1986; reissued by Vice President for Administration on 02/08/2010 with policy number revised from 1.000 to 06.00.01

POLICY

Revised Title: Printing ~~and Mailing and Publications~~

Text Edits:

All printing, ~~copying and mailing paid from any~~for the University of Oregon ~~account shall be produced~~will be performed by ~~or purchased through the University of Oregon~~Printing Department and Mailing Services. ~~Using University of Oregon accounts to purchase services from the Oregon Daily Emerald or any other independent printer is not permitted. In certain circumstances, the Printing Department may choose to send some jobs to the State of Oregon Printing Division, Department of General Services, for competitive bid.~~

~~University printing, copying, and mailing services are available to University departments, committees, and registered or recognized student groups conducting University business. University printing and copying services may not be used for any purpose other than University business or the activities of recognized student groups. The University's non-profit mailing permit may not be used by recognized student groups.~~

~~Exceptions to this policy may be approved by the Vice President for Finance and Administration. University related groups that receive an exception are responsible for all contractual obligations.~~

~~'Printing' includes, but is not limited to, typesetting, paste-up, plate making, presswork, bindery processes, die cutting, and embossing.~~

~~The Office of University Publications is responsible for all external publications of the University. The office's editing and design services are available to all University departments. Final approval by the Director of Publications is required for any editing and design work taken off campus to commercial editors, designers, or agencies.~~

~~Prior approval from the University of Oregon Printing Department must be obtained for off-campus copying service. Such approval will be given only under limited circumstances. The Printing Department's Campus Copy Center can provide Saturday, Sunday, or evening copy service on request.~~

The ~~Office of~~Business Affairs Office will not authorize payment for services obtained in violation of this policy.

~~This policy complies with ORS 282.070 and the Department of General Services' Printing Division Policy Manual sections 125-5-302 and 125-5-303.~~

Final Proposed Text:

All printing and copying for the University of Oregon will be performed by or purchased through Printing and Mailing Services.

University printing and copying services are available to University departments, committees, and registered or recognized student groups conducting University business. University printing

and copying services may not be used for any purpose other than University business or the activities of recognized student groups.

Exceptions to this policy may be approved by the Vice President for Finance and Administration. University related groups that receive an exception are responsible for all contractual obligations.

The Business Affairs Office will not authorize payment for services obtained in violation of this policy.

RELATED RESOURCES

<http://uoprint.uoregon.edu/>