



of Printing Services by Students

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Contact Officer	UCPrint / CopyCentre Team leader ± Learning Resources

Introduction

This document outlines the University's policy on the use of student printing services.

Definitions

Campus ± includes all University property, including buildings, grounds, and other facilities.

walk up student print and binding service.

Duplex ± a method of printing on both sides of paper; i.e., two-sided.

Follow You Printing ± a print feature that enables the user to send a print job to a Follow You Print queue and retrieve it from any Follow You Print enabled printer.

Personal printing activities are covered under the [Staff Printing Services Policy \(PDF, 155KB\)](#) and any printing required should be funded from departmental budgets, not individual printing credits. However, this policy does apply to the personal study and research activities of those students who are expected to use personal printing credits for their own work.



