



Alabama A. & M. University Printing services Mission



Printing Services provides printing, duplicating, and related processes and services for Alabama A. & M. University departments, for related organizations and for others .

University Printing Policy

University policy states that “all departments and individuals in need of printing and duplicating services (exclusive of small copying jobs completed on office copiers), that will be paid from University funds, must acquire those services through Printing Services.” **All request for off-campus printing requires a signed Off-Campus Printing Form from Printing Services before the Purchasing Department can process the order.** This form can be obtained from Printing Services and there must be an explanation why the job could not be done on campus. Please obtain the form before having work done off-campus, Printing Services does not issue the form after work is completed. Remember that failure to plan on your part is not a legitimate reason for off -campus printing.

Service Philosophy

Printing Services' role at Alabama A. & M. University is to help customers acquire the printing and duplicating they require to meet their institutional missions, goals and objectives. Three key variables that customers must consider when asking for assistance in the production of their publications are Price, Quality and Speed. Several different production methods are usually available at each stage of the production process that, in turn, offer varying combinations of cost, quality and completion time.

The three variables of Price, Quality and Speed are almost always interdependent and are almost always inversely related. That is, increasing the emphasis on any one of the three usually has a negative impact on the other two. Simply stated:

1. Least expensive printing usually is not done to the highest standards of quality, nor does it involve RUSH charges or overtime expenses for fast completion.
2. Fast printing utilizes the easiest production methods, which are usually not the highest quality and speed that requires overtime, etc., is naturally more expensive.
3. High quality printing generally requires more expensive production techniques and more time to complete than lower quality work.

The role of the Printing Services staff is to provide advice and assistance as customers balance the equation of Price, Quality and Speed and then to provide the printed product to meet the requirements specified. To do that, the Printing Services staff will seek to provide information and options as an ex-officio member of each publication production team engaging in publication development.

Whether production occurs on the University's high-speed copiers and duplication presses or on the various large presses on the campus, the role of Printing Services is to help customers obtain the least expensive printing possible given the quality and speed they require.

Procedures/Guidelines

All services provided by or through Printing Services will be initiated via a Printing Services Order Request Form(s) signed by the person(s) responsible for insuring that the product(s) provided are in compliance with existing legal statutes and University policies and that funds are available to cover the expenses of manufacture.

All expenses will be charged back to departments and other authorized users internally through the Comptrollers Office.

Printing Services will advise customers whenever the services they request might be in violation of University policies or standards or in violation of federal, state or local laws and will refer the customer to the person(s) responsible for enforcing the violated policies or standards for resolution. Examples of such circumstances include, but are not limited to:

- a. Devices for use in lotteries, raffles or other regulated games of chance will be manufactured only after appropriate licenses or permits are obtained and presented.
- b. Copyrighted materials will be duplicated after written permission from the copyright holder is obtained or after the requestor signs the Printing Services Order Request Form accepting responsibility for guaranteeing either that permission has been granted or that the copying is permitted under Fair Use Standards of copyright law.
- c. Requests for non-standard University letterhead or envelope designs will be referred to the Vice President for Business and Finance.
- d. Alterations to the University logo or seal and all questions regarding University design standards will be referred to the Vice President for Business and Finance. Printing Services staff will routinely replace outdated logos and seals with current versions as additional quantities of earlier orders are produced.
- e. Requests for production of mailing devices not in compliance with U.S. Postal Service regulations will be referred to the Mailroom Supervisor.

All University letterhead, envelopes, business cards and other documents intended for off-campus distribution will comply with the design standards.

The Printing Services staff is not responsible for style, design, accuracy, grammar, corrections, or spelling of editorial materials. When such errors are incidentally observed during the production process, customers will be advised and, if necessary, referred to the Office of University Relations for assistance before printing is completed.

Although the staff of Printing Services welcomes the opportunity to advise customers in the production process, all decisions regarding accuracy of information, design, selection of inks and stocks, etc., remain the responsibility of customers—those who provide and/or approve materials to be printed and who are responsible for the effectiveness of the final product.

Due Dates/Deadlines/Delivery

Unless other specified times are arranged in advance, the due date listed on the Printing Order Request Form will be presumed to extend to the end of the work day. Completed work may be picked up by customers at the Printing Services Office.