

YORK UNVERISTIY STUDENT CENTRE

POLICIES AND PROCEDURES

SECTION TITLE: OPERATIONS	SECTION REFERENCE: OP
POLICY TITLE: PHOTOCOPIER USE AND ALLOCATION	POLICY NUMBER: OP-006

POLICY STATEMENT:

As YUSC's photocopier is a major office expense, its usage will be limited to appropriate individual members, projects, and organizations who will be given access codes to monitor and control the expenses.

PURPOSE: TO OUTLINE ACCESS TO THE YUSC PHOTOCOPIER FOR YUSC MEMBERS, PROJECTS, AND OUTSIDE ORGANIZATIONS

A. Business/Personal Use of Computing Resources

1. Use of the YUSC photocopier is restricted to YUSC business purposes only. If an individual or organization wants access to the copier for personal reasons, an account may be established with a per copy fee attached.

B. Copyright

1. Users will endeavor to abide by applicable copyright legislation.

C. Access Codes

1. YUSC Managers, permanent staff, and YUSC related projects will be given access codes.
2. If an individual requires a code for themselves or a project, they must ask their manager who, if deem appropriate, will request a code to be created by the Executive Officer.
3. All major YUSC projects will require an individual code to ensure proper tracking of photocopier use.

D. Violations

1. Violating this policy may lead to the withdrawal of photocopying privileges and/or disciplinary procedures.

Contact Person (title):	Executive Officer / General Manager
Cross-Manual Reference:	
Monitoring Tools:	Canon Photocopier Counts
Review Dates:	
Revised Date(s):	May 6, 2002