Office of Computing and Communications Services

The purpose of an Information Technology Standard is to specify requirements for compliance with Old Dominion University Information Technology policies, other University policies, as well as applicable laws and regulations. Standards may include business principles, best practices, technical standards, migration and implementation strategies, that direct the design, deployment and management of information technology.

Information Technology Standard: Copy and Duplication Device Leasing and Purchasing Standard
Reference Number: 011.1.0
Date of Current Revision or Creation: March 2012

A. PURPOSE

The purpose of this compliance standard is to outline the conditions for the lease or purchase of copier-duplicator equipment.

B. DEFINITIONS

Copy Central is a cost recovery operation under the supervision of the Office of Computing and Communication Services.

Multifunctional devices (MFD) are devices that combine network printing, photocopying, scanning, faxing, or any combination of these functions into a single system for use by university departments.

C. STANDARDS STATEMENT

Copy Central is the organizational unit responsible for providing services and products for University copy, scan and duplication needs.

Departments are not authorized to acquire, lease, or operate multi-functional equipment without prior written approval of the Assistant Director, Business Affairs in the Office of Computing and Communications Services.

Such authorization will be granted only if the proposed equipment can be justified to facilitate identified needs that existing devices or contract fail to meet. In addition, the loss of volume to Copy Central resulting from departmental operation of equipment cannot jeopardize the ability of Copy Central to provide services to other departments on a self-supporting basis.

Desktop printing devices are not managed by Copy Central and are not covered by this standard.
The central service, Copy Central, comes under the supervision of the Office of Computing and Communication Services. OCCS is responsible for the coordination, implementation, and approval of any service or equipment that requires connection to the University's telecommunications and network infrastructure. Unauthorized equipment may not be connected.

**EXCEPTION:**
Authorization is granted in advance for multifunctional devices that have been specifically identified and funded for procurement through a grant program. To request an exception, please submit an MFD Exception Form available from Copy Central.

**D. PROCEDURES, GUIDELINES & OTHER RELATED INFORMATION**

[Copy Central Web Site]

**E. HISTORY**

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