

# Sustainable Printer Purchasing Policy

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## Introduction

This policy is a collaborative project between the Purchasing Office, Information Technology Services (ITS), and the Office of Sustainability.

Program goals include:

- Elevate campus sustainability through improving printer practices, increasing consciousness around printing, and supporting zero waste and carbon reduction efforts
- Standardized and centralized printer purchasing to improve the acquisition and disposition process
- Support accessibility standards for Optical Character Resolution (OCR) scanning
- Support network security standards and uniform network connections.
- Financial stewardship

Through a Request for Proposal (RFP) process, Swarthmore College ITS awarded the College's multifunctional device lease to Canon. The lease agreement includes printing equipment, toner, installation and set-up, maintenance, removal of equipment, and destruction of the hard-drive content at the end of the lease through a certified 3rd party

vendor that employs the best practice standards of the industry.

Equipment features allow for uniform controls, black and white or color printing, duplex printing scanning, and faxing, staple-free stapling, Optical Character Recognition (OCR) scanning, sleep mode for when the device is not in use, locked print for confidential printing, low cost-per-copy, and Energy Star rating. OCR scanning is important as federal law mandates students with disabilities must be given "substantially equivalent ease of access" to course materials. One of the technologies used in order to achieve this is OCR. Scanning a document using OCR allows the document to be searchable and editable which is used with screen readers and text-to-speech software. This state of the art equipment is provided for faculty, staff, and student use.

Multifunction devices are energy and resource efficient. Shared College multifunction devices, managed by ITS, have a power-saving "sleep mode" default, and are also defaulted to duplex printing and scanning. Desktop printers, which are not managed by ITS, are harder to repair when damaged and do not have these sustainability standards, creating more waste and using energy less efficiently. Desktop printers connected to the internet may create a breach in our network security, as they are vulnerable to outside intrusion.

Rationale for the Swarthmore Sustainable Printer Purchasing Policy is based off the findings obtained from an inventory analysis taken of all print devices in non-residential buildings. This inventory, conducted during the Fall 2017 and Spring 2018 semesters, revealed a total of 97 shared College printers and 206 desktop printers distributed among 68 departments, as well as 148 different printer models.

The College will save money and improve sustainability practices by decreasing desktop printers and standardizing on leased equipment.

This policy is consistent with peer institutions such as Haverford College, University of California, Williams College, University of Pennsylvania, Saint Louis University, and Carleton College, and industry standards.

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### **Scope of Policy**

This policy is to serve as a guide for all members of the Swarthmore College community on our printer purchasing practices and in accordance with the sustainability

standards and practices of Information Technology Services,  
as outlined in the [IT Sustainability Policy](#).

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## **Sustainable Printer Purchasing Policy Statement**

- I. The College provides access to modern multifunction printer equipment for faculty, staff, and students, so the College community will be expected to use these shared printers.
- II. Space planning for all future building and renovation projects will consider printing equipment location from this point forward.
- III. Use of printing devices not leased through ITS will be phased out. Departments and offices moving to new locations will not be permitted to bring such printers, barring certain circumstances or needs.
- IV. Faculty and staff who are not moving to a new building or suite will be asked to voluntarily give up their desktop local printer. If that is not feasible, the equipment will be grandfathered to allow possession of the desktop local printers currently in use. Desktop printers and printing devices that are not leased through ITS will no longer be replaced using College

funds once they reach the end of their life. ITS staff will no longer be responsible for desktop printer setup, printer repair, or maintenance in nonresidential buildings.

- V. Exceptions to these stipulations on the basis of disability or some other need will be considered on a case-by-case basis, and ITS will provide recommendations for desktop printer model. Exception requests can be made to ITS.

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## **Responsibilities**

Members of Swarthmore College campus community are expected to abide by and respect the guidelines and standards set forth by this policy. All Swarthmore College Information Technology Services policies may be viewed on the [Information Technology Policies and Guidelines webpage](#).

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## **Notes**