



## College Relations and Marketing PRINT and COPY PROCEDURE

North Dakota State College of Science

**SOURCE:** EXECUTIVE DIRECTOR COLLEGE RELATIONS AND MARKETING

**APPLIES TO:** PRINT/COPY SERVICES

**PURPOSE:**

NDSCS provides print and copy services to the campus community through Print Services. This Procedure establishes the framework through which Print Services provides its services.

**PROCEDURE:**

Print Services is intended to primarily be used by the NDSCS campus community. Print Services will not advertise its services to the general public.

Print Services may provide its services to the following people/entities:

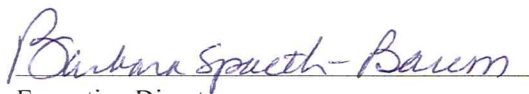
1. To NDSCS
2. To NDSCS' registered student organizations;
3. To students and employees of NDSCS for their personal use provided that such students and employees are responsible for paying for the services. Students and employees are not permitted to use Print Services for businesses or organizations that are unrelated to NDSCS or its student organizations;
4. To third-parties that are renting/leasing space at NDSCS; and
5. To any third-parties if local businesses in Wahpeton or Breckenridge do not offer the same service(s).

Print Services may not offer its services to any person or entity except as authorized in this procedure.

**References:**

ND Century Code: 46-02-20 Contract-Preparation and provision of print/copy services – policy  
<http://www.state.nd.us/lr/cencode/t15.html>

Effective Date: March 15, 2014

  
Executive Director  
College Relations and Marketing

March 15, 2014  
Date