



TOWN POLICY

POLICY NUMBER: 1203

REFERENCE:
Council 655.10.88

ADOPTED BY:
Town Council
12 December 1996

PREPARED BY: Administration

DATE: 12 December 1996

TITLE: Photocopying Services Policy

Page 1 of 4

Policy Statement

The Town of Strathmore will provide guidelines on the availability of photocopying services to potential users.

1. **Definitions**

1.1. **Council** means the Council of the Town of Strathmore, in the Province of Alberta.

1.2. **Duplexing** means making copies on both sides of the paper, thereby economizing on reproduction costs.

1.3. **Non-Profit Organization** means a person, association or persons, or corporation, acting for charity or in the promotion of general social welfare.

2. **Responsibilities**

2.1 Council

2.1.1 To set, by resolution, the fee charges, and privileges allowed to any non-profit organizations in their access to photocopying services for the Town.

2.2 Town Manager

2.2.1 To provide a satisfactory level of service to meet the photocopying requirements of the Town of Strathmore.

2.2.2. To establish and present to Council for approval appropriate copy charges to cover the costs of the photocopying services of the Town, as ongoing revisions to this policy.

2.2.3 To provide staff with guidelines which ensure that only authorized copying takes place, and to set priorities for photocopying services.

3. **Use of Photocopier**

3.1 Town employees will ensure that all copying is necessary and duly authorized.

3.2 Photocopiers shall only be used by employees or committee members that have been trained in their use.

3.3 Duplexing will be carried out where a job consists of more than one (1) page, and where duplexing is consistent with the product required and the photocopier used.

3.4 Appropriate use shall be made of photocopiers available with regard to convenience, cost, speed and collating of documents. The Xerox 1025 photocopier shall not be used for more than twenty (20) copies of an original, due to higher costs per copy.

3.5 Only paper provided by the Town, or considered suitable for the equipment, shall be used. No discount shall be given where paper is provided by other organizations.

4. **Photocopying Privileges**

4.1 Photocopying services will not be made available for commercial use and any person, or organization requesting general photocopying services shall be referred to commercial outlets.

4.2 Copies of any Public Documents (i.e., bylaws, approved minutes, etc.) requested by the Public will be processed at twenty-five cents (25¢) per page copied.

4.3 Any incidental photocopying of Town documents provided to assist individual members of the public will be provided free of charge.

4.4 Any photocopying required by Town supported organizations shall be processed at ten cents (10¢) per page copied (i.e., reports, minutes, etc.). Organizations which are recognized as Town supported organizations include:

Strathmore Municipal Library

Marigold Library System

Wheatland Seniors Foundation

W.A.D.E.M.S.A.

W.F.C.S.S.

4.5 Any non-profit organization may be provided photocopying privileges by resolution of Council, at ten cents (10¢) per page copied, or at a rate set by resolution of Council.

4.6 Photocopying for a Town supported organization or a non-profit organization shall be scheduled to minimize disruption of the Town's daily operation.

4.7 Town Staff will be allowed to access the photocopier for personal use at ten cents (10¢) per page copied.

4.8 Copies for departments, Town committees, or where the Town of Strathmore is a member, shall be without charge. Copying for committees shall be authorized by the Director responsible.

4.9 Council may provide for exceptions to this Policy by resolution.

5. **End of Policy**