

## **ST IRENAEUS COPIER POLICY**

Because we have gone over our contract amount for copies and there have been occasions recently when the copier has been mishandled (requiring shut down time and repair costs), staff is drafting a policy on using the copier. We ask for your patience and understanding as we continue to responsibly offer and care for the facilities, equipment and supplies needed for all the dynamic programs at the parish. The copiers/printers are an expensive and integral pieces of equipment for the work of the parish. We negotiate a yearly contract with the leasing agency, including an estimate on the number of black/white and color copies we will make. Copies going over the estimate incur a premium. Therefore we need to be as precise as possible in estimating the number of copies needed, cautious in spending money for copies that take us over our contracted amount, and careful with the handling of the equipment so that we reduce repair costs.

- **Parish Staff members have been trained and will therefore be the operators of the equipment**
  - Each committee or commission that has a staff liaison should give copy requests to their liaison as far in advance as possible.
  - If there is no staff liaison, either Jean or Kathy K. will be responsible for running copies. (Include the position title and phone number for Jean and Kathy K)
  
- **Plan ahead when you know you will need copies. Please offer as much time as possible for the copies to be made during office hours when staff are available:**
  - Catechetics: Mon. – Thurs. 8:30 – 5
  - Main office: Mon. – Thurs. 8:30 – 5, Fri. 8:30 – 2:30
  - All offices are closed for lunch from 12 – 1 pm
  
- **Bulletin inserts will be copied in black & white only.**