

**McAllen Independent School District
Print Shop Policy and/or Procedure Statement
2009-2010**

Policy:

The general purpose and/or policy of the McAllen Independent School District shall be that all print and copy jobs must be sent to the Print Shop for coordination and/or production. The Print Shop Manager or Print Shop Supervisor will determine the most efficient and economical method, including contracts with outside printers or copy vendors, to best meet the requirements of the job/order and print shop resource. The Print Shop Manager and/or the Print Shop Supervisor are the only ones authorized by the Assistant Superintendent of District Operations to make decisions regarding outside vendors and/or outsourcing jobs. ***INDIVIDUAL DEPARTMENTS/SITES WILL NOT CONTRACT OR SEND JOBS TO OUTSIDE PRINTERS.***

General:

Consolidating print requirements and centralizing Print Shop operations allows for efficient and maximum utilization of printing and copying equipment and resources. It also promotes standardization of the MISD “look” on publications and forms.

Procedures:

- 1) The MISD Print Shop is located on 12th Street and Jasmine Avenue, an annex of the Lamar Academy.
- 2) Operating hours are from 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m. Monday through Friday. This schedule may be altered depending upon the time of year.
- 3) Print Shop services must be requested five (5) days in advance by completing the appropriate documentation. Please complete all paperwork in its entirety to include completion date and billing/account S1 data.
- 4) Job processing requirements: The following information allows MISD to best utilize the services offered and minimize normal printing costs:
 - a) **Original material** - All work must be ready to print in its format. Please provide actual paper size, specify fonts, format, etc. Original requesters of print jobs shall be responsible for proofreading **and initialing** the original material. All **reprints** required because of errors in the original document (**proofread and initialed by the originating campus or department**) will be charged to the originating department or campus.
 - b) **Margins** - Original material must allow for margins of a specific minimum size. These margins are needed to allow for machine operation,

binding and trimming once the material has been printed. The minimum size for all margins - top, bottom, left and right is $\frac{1}{2}$ inch.

- c) **Paper** - Please specify the type of paper to use for the printing job (3 hole punch or regular white bond paper). The Print Shop stocks only certain types or sizes of carbonless paper:
- 1) 8 1/2"x 11" Two Part, Three Part, Four Part, and Five Part NCR paper.
 - 2) 8 1/2"x 14" Two Part and Three Part NCR paper.
 - 3) 11"x 17" Two Part NCR paper.
- Always** submit a copy or sample of the printing job. For carbonless printing jobs, specify pads or sets. When ordering envelopes, please specify regular or window.
- d) **Photocopied Material** - When supplying photocopies of material for printing, please ensure that they are free of any black shadowing and/or other defects to the maximum extent possible.
- e) **Cut and Pasted Material** - All cut and pasted documents should be done securely so as to avoid mechanical jamming. Should Print Shop staff encounter issues related to cut and pasted delays, the cost of that job may increase as well as the time of completion required.
- f) **Borders on Printing** – Avoid the use of heavy black borders on any original material. Heavy black borders cause delays in processing due to drying time.
- g) **Departmental/Campus Material; Publication/Form Numbers** - The Print Shop receives some Division materials for printing which either have no reference to a particular site or department or to any particular publication/form number. This type of information is a valuable reference for the Print Shop in maintaining inventories of such materials. Please ensure this number is quoted and is clearly shown on the outside cover of any material.
- h) **Appropriate Signatures** – Printed signatures must be with black ink only. Other colors or hues (especially blue ink) do not reproduce the correct density or visibility.
- i) **Pictures and Photographs** – Note that certain pictures from books and magazines are copyrighted and written approval may be needed in order for them to be copied and/or used. Original photographs must first be screened/scanned.
- j) **Graphics**- Forms, drawings, and/or graph underlines should all be done in black ink. Pencil or colored pencil does not reproduce to the necessary density.
- k) **Copyright**- Any material copied from other publications is usually covered by copyright and permission from the author/owner may be necessary. Include all permission requirements with work orders. It is the responsibility of the person submitting the print request to ensure the copyright laws have not been violated. Originators of print request are responsible if copyright laws are inadvertently violated.

- l) **Photocopy Services-** The Print Shop has high speed, high volume photocopiers and a digital color duplicator that reproduces professional results. These machines not only copy but also collate and staple your finished documents.
 - m) **Finishing services available in-house include:**
 - a. Folding - Multiple methods available.
 - b. Stapling - Single staple, top left-hand or right hand corner, or two staples down left-hand side.
 - c. Saddle Stitching - Two central staples taking in a wrap-around cover or sheet.
 - d. Glued spine.
 - e. Spiral Binding (various capacities).
 - f. Collated and drilled (punched) for use with loose-leaf binders.
 - n) **Pick Up and Delivery Service** – Pick up and delivery service is not available during the normal course of our operations. Delivery service may be arranged through the Warehouse Department or picked by you during normal working hours of 8:00 a.m. - 12:00 p.m. or 1:00 p.m. - 4:50 p.m.
- 5) General Information – The Print Shop deals with certain vendors and can offer a reasonable selection of text, cover papers and boarders and can offer advice on materials for specific jobs. When printing jobs require the services of an outside vendor, advice may be given on the optimal means available. Letterhead is available from the Print Shop.
- 6) Pricing – The Print Shop Manager and/or Print Shop Supervisor will establish fixed rates (adjusted periodically) for printing services. Administrators having previously used an outside printer should send a copy of the quote or invoice to the Print Shop for review. The MISD Print Shop will analyze quotes to determine whether jobs should be processed in-house or sent to an outside vendor. Emergency requirements should be phoned in to the print shop for possible order fulfillment. Requesting department is responsible for any over-time payment to Print Shop staff. The Print Shop Manager and/or Print Shop Supervisor will make commercial printing arrangements if the job cannot be completed in-house.
- 7) Print Request Ticket must be completed in full. Authorized signature approving the Print Request Ticket must be signed in the appropriate line and not on any of the columns.