



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Printing Services
Issue/Revision Date: 12/01/2017

Policy Title Printing and Shipping Center

Policy: Alcorn operates as an authorized shipper through UPS. The center is located on the first floor of the James L. Bolden Student Union building. Faculty, staff and students can drop off packages for UPS 10:00 a.m. pick-up. The hours of operation are on Monday through Thursday from 8 a.m. until 5 p.m. and on Friday from 8 a.m. until 4 p.m.

PERSONAL COPIES

Credits will not be given for user errors or unwanted printouts. Cash will not be given as a refund. A non-student fault Print/Copier Permission Slip will be available to print at the office in the Walter Washington Administration Classroom Building, Room 103.

Credits will only be given for printer malfunctions such as paper jams, smeared toner, streaked printouts, etc.

CONFIDENTIAL MATERIALS

Log out of account when finished. Personnel are not responsible for student's account and credits will not be refunded in these situations.

Confidential materials will be treated as requested.

MARKETING BRAND STANDARDS

In accordance with the [University's Graphic Identity Program](#), all units are to use ASU Identity Standards to show proper affiliation with the University. There are no exceptions to this requirement. To locate information, please visit website at: www.alcorn.edu, University Relations, Identity Standards.

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