



The  
University  
Of  
Sheffield.

# CiCS

Business Activity: Print Strategy  
2012-2015

## CONTEXT

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This strategy is informed by the University's strategic plan, which is structured around six guiding principles in Mission, Vision and Identity: Achieving Excellence, Cultivating Ambition, Making a Difference, Working Together, Protecting the Future and Leading the Way.

CiCS, Business Activity, print services impact on some of the principles, but in particular 'Protecting the Future', this will be achieved by the effective management and development of the printing infrastructure, resources, facilities and information.

## PURPOSE

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This strategy aims to create an improved, sustainable, cost effective print environment where staff and students are supported in their printing needs and activities.

This strategy includes professional printing and finishing; the central print facility; staff and student printing, photocopying and simple scanning.

## STRATEGIC AIMS

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This strategy has seven strategic aims, which are informed by the 'Managing our Resources' section of the University Strategic Plan.

### 1. Sustainability

To create an improved, cost effective print environment that meets the needs of staff and students both now and in the future.

### 2. Carbon Efficiencies

To reduce the environmental impact of print services on campus.

### 3. Reduce Complexity

To rationalise and standardise print resources, services and suppliers.

### 4. Infrastructure Improvements

To invest in, use and develop appropriate print solutions and resources.

### 5. Mobility

To give staff and students a choice of when, where and how to use print services.

### 6. Flexibility

To provide flexible, available solutions that work in our complex environment.

### 7. Security

To provide an appropriate level of security in the print services we support and deliver.

## STRATEGIC OBJECTIVES

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This strategy has seven strategic aims, which are informed by the 'Managing our Resources' section of the University Strategic Plan.

### 1. Students

To support, develop and maintain a student print service on campus that offers a choice of where, when and how to print, photocopy and scan in a secure and cost effective way, by providing appropriate resources that support best practices.

### 2. Staff

To provide a robust print environment and build an accessible, reliable and secure print service for staff that meets needs now and in the future and that supports the delivery of our core business.

### 3. Central Print

To maintain, invest in and develop a secure central print facility to ensure the success of University publications and communications by delivering effective and innovative print and design solutions. To maintain a print buying service and utilise the most appropriate resources to achieve the agreed outcome.

## **TO MEET OUR STRATEGIC OBJECTIVES WE WILL:**

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- Collaborate with Faculties and Professional Services to implement a sustainable print and photocopy service for staff.
- Agree a framework for the supply of print hardware, consumables and services for the university fleet of print devices in line with Procurement and University Financial Regulations.
- Agree a University Print Policy to provide clear advice and guidance to staff and students.
- Manage and maintain a framework of print suppliers in line with Procurement and University Financial Regulations to support a print buying service for the university.
- Implement a web based electronic ordering solution at the central print facility for students and staff.
- Consult with users and investigate solutions to support mobile printing for students and staff.
- Provide a print and photocopy service for staff and students that supports best utilisation of our infrastructure and resources.
- Consult with our stakeholders to develop print services on campus to give a better user experience.
- Work with the University Print Management Team and network of Print Champions to establish a network of university print stakeholders.