
UCLA Policy 315: Mail & Document Services - Document Services

Issuing Officer: Associate Vice Chancellor, Business & Financial Services

Responsible Dept: Mail, Document & Distribution Services

Effective Date: March 1, 1999

Supersedes: UCLA Policy 330, dated 11/1/1982

I. BACKGROUND

II. STATEMENT

I. BACKGROUND

The Mail & Document Services – Document Services Department is a self-supporting service enterprise operating within the administrative jurisdiction of the Administrative Vice Chancellor.

This Department is responsible for providing services for official University business, University related organizations, and University sponsored activities.

II. STATEMENT

The Document Services Department (DSD) is responsible for approving and providing services and establishing recharges to the campus for graphics and printing requirements and copying needs.

A. Funding

University funds must be used for the printing and graphics related services required for conducting official University business. DSD accepts only projects funded from University controlled funds, except upon approval of the Mail & Document Services Director for externally funded projects that are directly University related.

B. Organization

For purposes of fiscal control, DSD is divided into six cost centers as follows:

- Administration
- Document Center
- Kinsey Business Center
- CHS Business Center
- UNEX Business Center
- 10920 Wilshire Business Center

C. Services

DSD services include:

- Providing reprographic planning, cost estimating, designing, typesetting, offset printing, digital document file processing and storage, and digital laser printing to the general campus.
- Providing counsel and professional assistance to University personnel with regard to the document, its design, production, distribution and use.
- Providing copying services to the general campus.

- Vending of printing, reprographic services and reprographics related products for all University units.

D. Quality of Work

DSD assumes responsibility for the quality of completed jobs to the extent that they are in accordance with the instructions provided by the originator and that they meet normal professional standards and established trade customs.

E. Purchasing Policies

When a particular job request is beyond the capabilities of in-house facilities, DSD will vend the work according to the regulations and practices of the Purchasing Department. Competitive bidding is obtained on all vended work and in cases of estimated costs over \$5,000.00, a Request for Quotation is initiated to qualified sources. In either instance, awards are made to the qualifying bidder with the lowest price, the quality of services and/or who can meet the required delivery date.

F. Commercial Vendors and Freelance Services

The Document Services Department has primary responsibility and authority to contract with commercial vendors or freelance services when necessary to meet deadlines, achieve desired quality or when it is cost effective. University departments, units or organizations using University funding may not deal directly with commercial printers, typesetters, graphics services, duplicating services or freelance personnel without prior approval.

G. Hours of Operation

The DSD Administrative, Fiscal Services, Production Planning and Creative Services offices are located in CSBII, and are open Monday through Friday, 8:00 a.m. to 5:00 p.m. The Document Center Digital Print Facility is located in CSBII, and is open Monday through Friday, 8:00 a.m. to 5:00 p.m.; Saturday, 7:00 a.m. to 4:00 p.m. 24-hour access is available with restrictions, upon request. The Business Centers are open Monday through Friday at the following locations and operating hours:

- 64 Kinsey Hall - 8:00 a.m. to 5:00 p.m.,
- A3-291 CHS - 8:00 a.m. to 5:00 p.m.,
- 118 UNEX - 8:00 a.m. to 7:00 p.m.
- 10920 Wilshire Center, Suite 150 - 8:00 a.m. to 5:00 p.m.

Services required outside of these working hours can be arranged by contacting the DSD Administrative Office. If time requirements are such that overtime is necessary, rates will be adjusted to cover the additional expense.

H. Recharges

DSD is a self-supporting service department and therefore charges for its services at rates approved by Corporate Finance. Costs for services to all campus requesters are recovered through recharges.

I. Authorization/Unauthorized Material1. **Official Business**

Only material directly related with official University business may be produced, reproduced or subjected to any reprographic process provided by DSD. DSD will monitor all job requests within its capabilities to ensure compliance with this provision; however, prime responsibility rests with the person(s) signing authorizations for jobs.

2. **Use of University's Name**

Use of the University's name or the unofficial seal shall be in accordance with [UCLA Policy 110, Use of University's Names, Seals, and Trademarks](#).

3. **Copyrights**

DSD respects all copyright laws. Prior to printing any material that has been published or copyrighted, permission to reproduce is required from the holder of the copyright and/or publisher. The letter of permission must be submitted with the copy to be reproduced. (See UC Policy on Copyright Ownership).

4. **Publications**

Publications intended for on-campus and off-campus distribution must be produced in consultation with DSD. In this context, a publication is defined as printed or duplicated matter paid for with University controlled funds or issued under University auspices.

Issuing Officer

/s/ Sam J. Morabito

**Associate Vice Chancellor, Business &
Financial Services**

**Questions concerning this policy or procedure should be referred to
the Responsible Department listed at the top of this document.**
