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 Material

1. 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.