
OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure
AP - 47.4
Effective Date: 2/3/84

SUBJECT: University Printed Materials

PURPOSE

To establish policy governing the design and procurement of official University printed materials to ensure that a consistent University image is presented and maintained.

DEFINITIONS Official University printed materials - any printed material which bears the University name or logos

Design - concept and arrangement of printed elements Composition - typesetting, paste-up and layout

Format - size and shape of publication

Graphic illustration - sketches, line drawings, graphs

Consistent Image - uniform designs, format and themes

GENERAL POLICY

It is the normal expectation that University Printing Services (UPS) will do printing for the entire campus. Therefore, all requests for printed materials, whether for internal or external use, must be submitted first to that office.

If UPS declares itself unable to handle a given job, the job may be bid off-campus, following the normal procedures of the University. This may also be done if the client department feels that there are compelling reasons for doing so; but in such a case, anticipated to be rare, the approval of the

appropriate vice chancellor will be required. Vice chancellors will grant such approval only if their judgment the best interests of the University will thereby be served.

The Office of Publications will be available as a resource to all offices of the University, providing design and editorial assistance as requested. The Office of Publications will also be responsible, working in cooperation with the appropriate office, for the major central campus publications such as the Catalog, the commencement program, the Faculty Handbook, the campus directory, and so forth.

All printed materials must be approved by the appropriate vice chancellor.

AUTHORITY

This AP is issued in accordance with Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System.

See also AP 47.2, "University Stationery," and AP 47.3, "Use of University Seal."

PROCEDURE

1. Departments must consult UPS in the preparation of all printed material. UPS will furnish departments with a cost estimate, production date and delivery date, and will assist in the preparation of specifications -- i.e., design, quantity, format, paper selection, ink color, typesetting style. The Office of Publications too will assist as requested by the client department with design and editorial functions. Final judgments on these matters will rest with the client department (but see #5 below).

2. If UPS considers itself unable to handle a given job, the job may be bid off-campus, using normal University procedures. This may also be done if the client department feels that there are compelling reasons for doing so and approval is obtained from the appropriate vice chancellor. In any event, UPS will provide assistance as requested with specifications.

3. Printing requests must be confirmed by completion of a Printing Services work order specifying:

- a. sample of job design (copy typed, double-spaced, all sketches and/or photographs necessary).
- b. quantity.
- c. size of finished job.

d. paper - selection job.

e. ink color(s).

f. type style.

g. completion and production dates confirmed.

(NOTE: It will often be necessary to consult with Printing Services before completing the work order.)

4. Client departments are responsible for proofreading and for final approval of orders.

5. Before being printed, all materials must be forwarded through normal administrative channels for approval by the vice chancellor under whose supervision the client department falls.

Cooper R. Mackin

CRM:mc
