

## **Printing Policy**

### Outagamie Waupaca Library System

#### **Purpose**

The Outagamie Waupaca Library System (OWLS) provides design and printing services to member libraries and library organizations for the purpose of supporting, improving, or promoting library or system services.

#### **Guidelines**

1. OWLS will produce printed materials at the request of member libraries and library organizations (e.g., Fox Valley Library Council, Friends groups, and the Fox Valley Literacy Council), and system staff. The requesting library or organization will ordinarily be required to pay for the cost of materials, including paper, masters, plastic binding elements, and button parts. The system will ordinarily provide free of charge any other materials or supplies and the staff time required to prepare, print, and assemble the materials.
2. OWLS reserves the right to refuse to reproduce any materials. Requests for duplication of materials that would result in a violation of copyright laws will not be honored.
3. OWLS neither supports nor opposes the views expressed in any materials that it produces for member libraries or other organizations except when so resolved by the Board of Trustees.
4. OWLS does not ordinarily provide design or printing for other organizations and agencies. Non-profit or public agencies wishing to be an exception to this policy can ask the Director for an evaluation. Charges for any services provided to non-library organizations will be determined on an individual basis by the Director or his/her designee.
5. OWLS may originate printed materials supporting or promoting libraries or library services. These promotional materials will be distributed free of charge to all member libraries and other appropriate agencies, organizations, and individuals.
6. Printing and graphics services can generally be provided only within the limits established by the capabilities of OWLS' own equipment and staff. Requests that require commercial services, such as those of a graphic artist, may on occasion be approved by the Director or his/her designee. The library requesting such services may be charged for all or part of the cost of commercial services and materials.
7. Printing orders will be filled according to the following priorities: (1) the member libraries and the system office, (2) other library organizations, and (3) non-profit organizations.

8. Member libraries may purchase paper from OWLS. Ordinarily each request should be for at least 500 sheets (one ream) of one weight in one to five colors. Requests for more than four reams at one time may require special ordering. See the current printing price list.
9. Each printing request should be accompanied by a request form that includes the name of the person responsible for the request and for the content of the job.
10. The content should be in its final form before being given to the Graphic Arts Specialist; i.e., proofreading and revisions should already be done. Substantial changes in content may result in an additional charge, as well as significant delays in finishing the job.
11. Inclusion of more than one photograph in any single document must be approved by the Graphic Arts Specialist before the printing request is submitted. Two photographs per document will usually be the limit.
12. Ordinarily OWLS will require two weeks to design and/or print a job. Exceptions to this policy must be negotiated with the Graphic Arts Specialist.
13. While the Graphic Arts Specialist will make every effort to accommodate special requests or preferences, she/he will make the final decision on matters of design.

Adopted 10/18/90; Revised 1/98, 4/01, 10/20/05