	Kingdom of Saudi Arabia Ministry of Defense **Ministry Agency for Excellence Services** **General Administration of Health Services** **Prince Sultan Military College of Health Sciences** **COLLEGE POLICIES & PROCEDURES** **Controlled Document, Not to be Reproduced**		
Policy Title: COPYING, PRINTING & SCANNING SERVICES		**Policy No: MC-PG-LA-08**	
Supersedes: N/A	**Effective Date: 03-August-2023**	**Version:2**	**Page 1 of 6**

1. POLICY STATEMENT

1.1. The general purpose of Copying, Printing, and Scanning Services is to provide quality, timely, and efficient copying and printing services to the PSMCHS in order to support its academic programs, research activities, and community service.

1.2. Copying, printing, and scanning services shall be provided to the College Library users through a well-equipped machine in the College Library (Main library/Female building/MACEDA). All copy, print, and scan jobs requested by the library users for related academic, research, and community service must be sent to the College Library for coordination and/or production.

1.3. The College Library Staff is the only one authorized by the Vice Deanship of Postgraduate Studies & Scientific Research to makes decisions regarding copying, printing, and scanning jobs. The Revenue Development Directorate is the only one authorized in dealing with operations regarding outside vendors and/or outsource jobs.

2. PURPOSE

2.1. The purpose of this policy is to ensure that the PSMCHS Library copying, printing, and scanning services are to provide consistent, high-quality, efficient, and cost-effective copying to meet the requirements of the College.

2.2. The purpose of this document is to ensure direction in the choice and use of appropriate copying, printing, and scanning services in the Prince Sultan Military College of Health Sciences Library.

3. APPLICABILITY:

3.1. All PSMCHS staff
3.2. All PSMCHS students
3.3. King Fahad Military Medical Complex Members (KFMMC)

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4. RESPONSIBILITY OF:

4.1. Library staff: are responsible for ensuring that the copying, printing, and scanning policy are implemented with its purpose. In addition, they are also responsible for ensuring that the copyright law of Saudi Arabia is applied to material produced or reproduced by the College Library staff. Furthermore, they will provide prompt reports on the copying, printing, and scanning of daily/monthly/yearly volume produced/reproduced as well as the number of users served. The College Library staff would arrange for maintenance and repair of equipment to maintain good quality conditions of the equipment. Also, the College Library staff is responsible to collect the smart card payment and recharge for copying, printing, and scanning jobs and to submit report of daily collections to the Revenue Development Directorate (RDD).

4.2. Information Technology Department is responsible for the maintenance of the MyQ print server including software updates/upgrades, backup systems, restoring, and troubleshooting of machines if the error is due to the network connection.

4.3. It is the responsibility of the Library Affairs Unit to only accept payments made digitally for smart card /recharges and to provide a monthly statistical report on payments to RDD.

5. DEFINITION OF TERMS:

5.1. **Copy:** The production of paper copy/copies of a document from a paper master copy.

5.2. **Print:** The production of paper copy/copies of a document from the electronic file.

5.3. **Scan:** The process of scanning an image and/or paper copy/copies using a scanner.

5.4. **Smart Card:** A payment system for copying, printing, and scanning jobs issued by the Revenue Development Directorate /Library Affairs Unit.

5.5. **User:** Any individual that uses a photocopier, printer, and scanner in PSMCHS Library/Female building/MACEDA.

5.6. **User Error:** A mistake made by using the photocopier/printer incorrectly.

5.7. **Machine Error:** Blemishes, lines, toner defects, or other mistakes caused by the photocopier.

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6. POLICY:

6.1. Three (3) different locations have multifunction machines you can use to print, copy, and scan or library users can copy a few pages from a book or print publication in our collection. There is a small fee for self-service printing and photocopying. Currently, printing and photocopying are done with smart card payment only and no cash payment is permitted. Scanning is free. However, library users are required to have a USB flash drive for scanning.

6.2. Cost of Copying, Printing, and Scanning:

COPYING	TYPE	PRICE
	Black & White (A4)	10 Halala per page
	Colors (A4)	25 Halala Per Page

PRINTING	TYPE	PRICE
	Black & White (A4)	10 Halala per page
	Colors (A4)	25 Halala Per Page

SCANNING	FREE Service

6.3. Copyright:

6.3.1. The copyright law of Saudi Arabia (**Royal Decree No. M/41 2 Rajab, 1424**) governs the making of photocopies or other reproduction of copyrighted material.

6.3.2. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction.

6.3.3. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

6.3.4. This institution reserves the right to refuse to accept a copying order, in its judgment, if the fulfillment of the order would involve violation of copyright law.

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6.4. Copying, Printing, and Scanning:

6.4.1. Some library materials may be copied only by library staff to maintain the condition or library materials, which are often both rare and fragile collections.

6.4.2. Students are allowed to photocopy a maximum of **10 pages** of the book, journal, or online researches only. Notes and other copies not related to the books and online researches in the library are not permitted to be reproduced.

7. PROCEDURES

7.1. Payment:

7.1.1. Library user applies by filling out the PG-033: Application Form for Smart Card/User ID Reprographic Services.

7.1.2. All users will be provided with a Smart card (Radio Frequency Identification card), which they can utilize for copying, printing, and scanning. The initial payment is **SAR 10.00**, which the library user must pay to library staff at the time of applying for a smart card. The E-payment value must be added to the Smart Card so users can pay their copying, printing, and scanning jobs. The remaining balance will be shown in the printing devices led panel or the MyQ printer application. Please note that the card must have a cash/debit balance. The card's cash/debit balance will be carried forward for the next academic year. The expiration date is valid until the end of the final year. User can recharge their card by paying any amount to the library then library staff submit the smart card fee and recharge to The Revenue Development Directorate.

7.2. Printing:

7.2.1. The user has to use Library PCs to print the documents.

7.2.2. Under the printer option, they have to select a default library printer. Once the print command has been given, the default MyQ application required a secret PIN issued by the library for authentication.

7.2.3. The print job will be stored under a user account at a print server; they can use their smart card to get the printout through any printers located at three (3) different locations on the college campus.

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7.2.4. To collect the printout, the user must swipe their Smart Card to the authentication device, which is available in the photocopier/printer/scanner.

7.3. **Photocopy:**

7.3.1. Library users have to swipe their smartcard with a card scanner attached to printers.

7.3.2. Select the copy module in the printer panel.

7.3.3. Two ways they can photocopy the documents.

7.3.4. Automated tray, attached with the printer on the top of the machine, where the users have to feed their documents face up and input the number of copies required by selecting the number from the panel and press the start button to furnish copying.

7.3.5. Using glass under the cover of the printer, the user has to open the printer lid and place the document face down one by one on the glass surface. Select the number of copies required and press the start button to furnish the job.

7.4. **Scanning:**

7.4.1. Users can use either auto feeder or glass under the printer lid. Select the scan module on printer led panel, press the start button to scan the document. Save on your personal USB/Pen drive.

7.4.2. The library does not accept cash for photocopying/printing and scanning.

7.4.3. The library is not responsible for bad photocopies due to user error.

7.4.4. For machine errors, the library will provide a maximum of three (3) replacement copies.

7.4.5. Users should report any machine errors immediately after the first bad copy is produced to the nearest library staff at the reception desk.

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8. REFERENCES:

8.1. **Saudi Arabia Copyright Law** (promulgated by Royal Decree No. M/41 of 2 Rajab, 1424 (August 30th, 2003) https://wipolex.wipo.int/en/legislation/details/3593.

9. APPENDICES:

9.1. PG-033: Application Form for Smart Card/User ID Reprographic Services.

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Date effective:**03-August-2023**	Date of next review: **03-August -2026**	