

Print Management System Pilot

Applicant: Diane Smith, Director of the BHCC Library & Learning
Commons

Project Abstract

Title: Print Management System Pilot

The Bunker Hill Community College Library & Learning Commons will purchase a print management system for the library's publicly accessed printer. The library's printer is used a lot in a given day, and its usage increases depending on the time of the semester and year. At present, there is no cap to the number of pages a library user can print at any one time.

The library's project is to purchase a print management system which would and will help cut down on wasteful print jobs. In addition, the library would be able to better monitor the amount of paper used daily, weekly and/or monthly at the public printer. The library and in turn the college would see a savings on printer toner. In addition, the college would save money because the printing would decrease and therefore, paper usage would decrease.

With less printing, the printer itself would last longer cutting down on wear and tear, cutting back IT visits to fix it and limiting printer downtime.

Students would hesitate to just hit print because before the print job went through, the software would ask if the user really wanted to print. We could grant patrons a certain number of free prints and then every print after would be charged to the patron. The library would be the pilot for this process with the hope that this would eventually go campus wide. Cutting paper usage is significant to Bunker Hill Community College's sustainability goals.

Project Significance

The printers are used freely in the library, and often, the student prints out more than they need or want. The library staff reminds the students to print only what they need or what they will use. This is highlighted during the library's information literacy workshops. There are some documents found on the library's electronic databases that are 30 to 40 pages long, and we try to get them to print only what they will use from these documents. However, even though we tell them this, they do not necessarily follow.

Therefore, in keeping with the college's sustainability goal, we propose that we institute a Print Management System in the library. This will keep the students from printing whatever they want whenever they want.

The goal here is to cut down significantly on paper usage which can be very high when printing. If a student can only print x number of pages for free, then they may hesitate printing long articles or insignificant items. In conjunction, less printing will lead to the printers lasting longer and less toner being used.

Project Plan

As the director and head librarian of the Bunker Hill Community College Library & Learning Commons, Diane Smith will spearhead this project. The rest of the library staff will implement the project once approved. The goal here is to pilot the print management system in the library and test its nuances and address its issues at the library level. The end result would be to eventually expand this system to the rest of the college

The Bunker Hill Community College Library & Learning Commons will identify a Print Management System that will work in the library in the beginning. The software purchased will be added to the printer server for the library's public printer. A student using the public printers at the library will not be able to print without first being asked to verify that they actually want to print the document.

Resources that will be used are print management software. Some potential software packages are Papercut software (<http://www.papercut.com>) or Pharos software (<http://www.pharos.com/education/education-solutions-overview.html>).

1. Identify the best solution for the library, keeping in mind what would be the best solution for the college as well. (As mentioned, the library is the pilot program with the ultimate goal of expanding out to the rest of the college)
2. Announce to the college community that the library is piloting a new Print Management System and students will not be able to just print anything they want.
3. With the grant money, purchase the identified software.
4. With the help of BHCC IT, add the software to the library's printer via the server in IT.
5. Remind the college community that the library now has a Print Management System in place.
6. Start the pilot.
7. Every month, review paper usage and compare to the previous month.

This project will affect all students who use the library's public printer.

The project's implementation will be completed by June 10, 2011. The pilot will run beyond this date until it is decided to expand the Print Management System to the entire college.

Enhancement of Student Outcomes

The Bunker Hill Community College student will learn that they should not print everything that they come across on a computer. They will learn to read closely on the computer and edit on the computer before hitting the print button (not all articles should be printed out and read elsewhere; not all iterations of essay should be printed out and read elsewhere). Implementing a Print Management System will ensure that the student knows that printing is not something

that should happen easily – there must be “roadblocks” in place so that a student hesitates before hitting print. With costs involved in printing, the student will hesitate in their printing of just anything. It is important for the college to institute this system since paper waste is astronomical in terms of the actual paper used and in terms of cost.

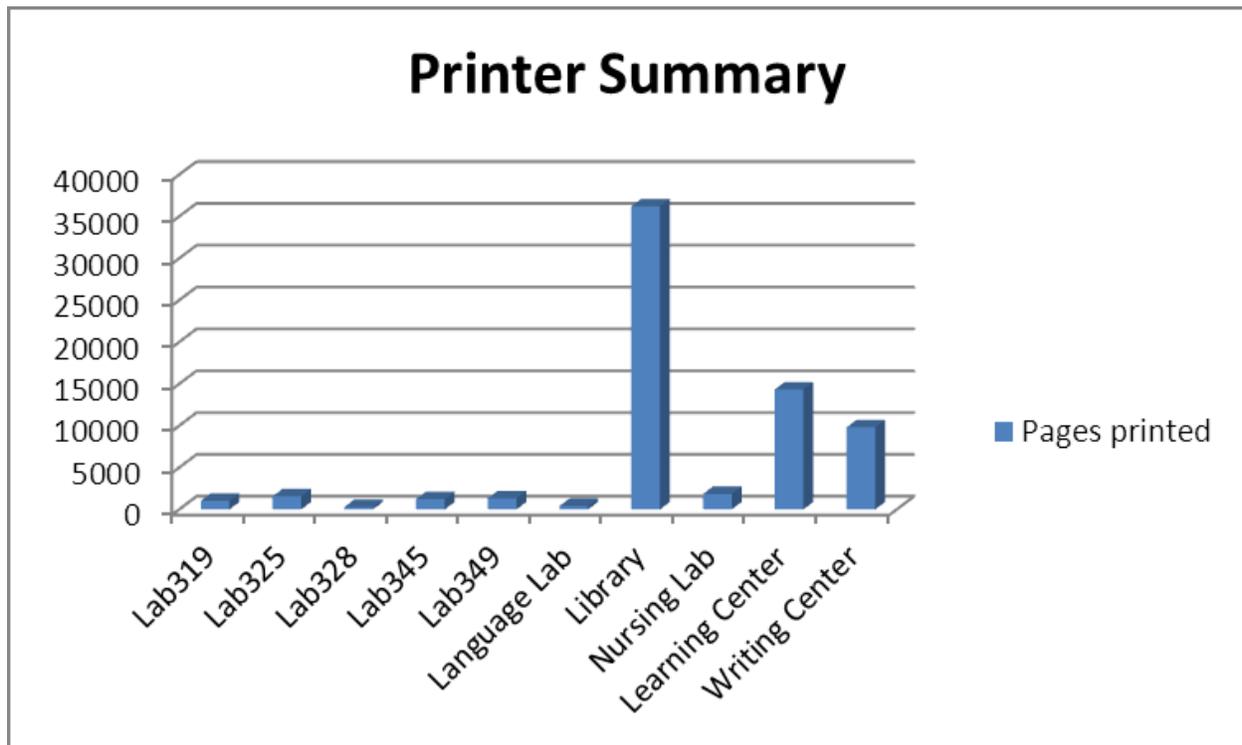
Recently, there have been many “bad” print jobs sent to the library computer – where a print of a random internet photo literally prints hundreds of copies. If a person is doing this from another location and sending the job to the library printer, a Print Management System will stop this incursion.

The Print Management System initiative promotes the BHCC commitment to sustainability because of the paper this initiative will save. Saving paper saves resources and saves trees.

Statement of Assessment Plan

The Bunker Hill Community College Library & Learning Commons will work with the purchased Print Management System and evaluate numbers of reams of paper used. We will review paper usage during the pilot project. The hope then is that this will save paper and save money for the college. The Print Management System is likely to reduce the waste and enable the students to realize the cost of printing.

As evidence-based practice, the library is only a location, where the students are always printing out the highest amount of their documents. Pharos, the Print Management System used at the Roxbury Community College, showed that in two months the library printer had generated roughly 35,000 pages¹ as graph below. This amount of printed pages is the highest among ten locations campus-wide. Also, the system has reduced paper wastes, because Pharos provides the students with optimization solutions to make responsible printing decisions. It enables them to recognize the cost of printing. Each printout from the system will deduct their printer fund. Pharos has a feature which deletes printing jobs that have been in the system for over 10 hours. In the first two months of fall 2010, the system purged 25,425 pages, which the students had decided not to print out.



¹ See RCC Information Technology Newsletter, vol.1, issue 2, Nov. 30, 2010.

Budget Worksheet

\$3000

- For the pilot program instituting a Print Management System in the library. This includes review of software, purchase of software, addition of software and assessment of software. The total amount will be used to buy the system for the library.