



Printing Services and Mail Room

Policies & Procedures 2007-2008

JSCC Printing Services Objective

Our purpose is to provide quick, clean and accurate printed materials as needed by administrators, faculty and office personnel.

With this purpose in mind we have several guidelines in place to assure that the printed word represents Jackson State Community College in a manner suitable for an institute of higher learning. In 1994 a Publications Committee was formed to assure quality and control of anything being presented for the public to read.

We establish guidelines for use of the logo, wordmark and slogans. The slogan may be changed periodically but the logo and wordmark are to remain the same with no alterations. The logo must contain the line that states “A Tennessee Board of Regents Institution”. The colors of PMS green, 357 gold and white were established as the school colors and should be used on all printed material. The colors may vary, determined by availability, for use on clothing, signs, etc.

Business cards are ordered through the Printing Service and of standard design, bearing the logo/wordmark, name and address of the college. You must fill out an *order form with your personal information, phone number, fax, e-mail, etc. This must be submitted to the Printing Services along with a *printing work order form. Business cards are outsourced and come 1,000 (minimum) to the box. Turnaround time is usually less than a week.



Publications Creation and Review Process

All publications whether printed on campus or off-campus, must be reviewed by the Jackson State Office of Marketing and Public Relations. Adherence to TBR guidelines, consistency of style, quality, cost effectiveness and use of the logo are primary purposes of the review process. Your publication will not be printed without prior review of the Marketing and Public Relations and assignment of a publication number. Publications shall include the following information:

- The name of the publication;
- The name of the institution and the department, division or program producing such publication;
- The purpose of the publication
- How such publication serves the institution and the department, division or program producing such publication; and
- The intended audience of such publication.

Printing Services can help you with the layout and design of your publication.
If you design your own publication:

- Call or visit Printing Services to get measurements for borders, column spacing etc. and your publication number.
- If special paper or ink will be used it should be ordered through Printing Services at this time.
- When you complete your publication it is now ready to be taken to the Public Relations Office for approval. Make sure your publication is proofed by your department chair, dean and vice president as necessary. Make any final changes. Download a copy of the Publication Number Request Form at www.jscc.edu/publicrelations. Fill in all the information. Deliver request form and a clean black and white corrected copy of your publication to Marketing/Public Relations for approval. If changes are indicated, make the necessary changes and return to Marketing/Public Relations for assignment of a publication number.
- When the changes have been approved you may take your copy to the Printing Services or send it via e-mail to the Printing Services or put in Public Folders on your Microsoft Outlook. If you send it electronically be sure to call Printing Services and alert them to your transmission. You must still fill out a printing work order in the Printing Services and get proper departmental authorization.
- When you visit Printing Services you will need to fill out a printing work order giving complete, detailed information for how you want your publication printed.
- All brochures are to be printed on a pre-approved, printed sheet bearing the wordmark, logo, desegregation compliance statement, and your publication number. There are four color combinations that are approved by the publication committee. Certain brochures and flyers may be approved for printing on a different sheet if it is in association with some other program. If approved, paper and ink colors from the many samples that are available in Printing Services may be used. If the paper you want is not in stock it can probably be delivered in two or three working days.
- Be sure to proof the final copy of your publication before it goes to the press.

Handouts, class notes, etc. do not have to be approved by the publications committee.

We do not have the capability of process color printing on the press, but we may be able to get the needed effect with spot color. We also have a color copier for those documents that warrant the extra expense.

Other services provided by Printing Services include preprinted Class Record books, preprinted brochure forms, JSCC logo and official seal note cards, JSCC mailing labels, lamination, spiral punch binding and heat set / steel back bindings, signs, typesetting, clip art library and many more. If you are in doubt about your printing needs, personnel in either Printing Services or the Public Relations Office will be able to help you. We also provide personal printing such as: invitations, announcements, and programs for all those special occasions, personalized cards, printed gift baskets, cookbooks, etc. Whatever your need, check with our Printing Services department first.

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All material brought to Printing Services must have a work order form completely filled out and signed by the person ordering and must have proper departmental approval with the account number. The work order is then written in our log book. The date the work order is entered into the log book is the date we begin from. Sometimes we don't get the work order for several days after being filled out.

1. Printing material brought to Printing Services should be an original or a very clean copy on **white** paper with all pages numbered.
2. There should be at *least* a 1/2" margin on *all* sides. This will prevent some of the printing from being cut off when duplicating.
3. Please remove all **staples** from submitted originals.
4. Copiers are located in the Administration and Classroom buildings for your convenience. These are used for immediate print jobs. Please feel free to use them when you are in a hurry. Be aware that using Printing Services for large jobs is more cost effective.
5. Please allow 3 working days for normal printed material. We may get them printed sooner when time permits, but the 3 day rule allows for heavy print schedules, machine malfunctions, etc.
6. Please allow at least 5 working days for high quantity material such as books, manuals, newsletters, catalogs, etc.
7. All **RUSH** jobs will be done immediately but will cost extra.
8. Printing Service hours: 8 a.m. to 4:30 p.m., Monday through Friday. Print orders can be placed in the In-Campus mailbox after hours.
9. Print orders can be emailed to Printing Services stating the same information found on the work order form, department number, and the person responsible for the order.