

# POLICY

**Number:** 60-21  
**Title:** Copying, Printing, Publishing, and Mail Service  
**Original Approval Date:** 11/18/1981  
**Area Commission Review:** 03/25/2025  
**Last Revision:** 03/25/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:**

**Other:**

## Policy Description

It is the policy of Florence-Darlington Technical College to operate an internal print shop. The purpose of the print shop is to offer the most cost-effective and efficient services to College faculty, staff, and students using internal resources and outside contractors. All printing and duplicating work, except for the most basic office duplicating work (e.g., office copying and office printing) must be coordinated and processed through the College's Print Shop.

The College's Print Shop also will provide mail services for official mail and packages of the institution and its employees.