

Parish Clerk
The Parish Office
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PRINTING AND PHOTOCOPYING POLICY

1. Introduction

In response to Staff and Councillor feedback, WJPC has revised its policy for printing and photocopying.

1.1 Rationale for this policy

The Parish Council is keen to support the needs of the residents but is aware that there are local businesses and service providers who would be better suited for the task.

1.2 Sustainability considerations

1.2.1 unnecessary printing and copying are not only detrimental to the environment but cost the Parish Council sums which could otherwise be spent on further improving the Parish.

2. Scope of the Policy

2.1 This policy fulfils the needs of the residents while allowing local businesses to provide their professional services.

2.2 This policy applies to all Staff and Members.

3. Maximum Amounts

3.1 The policy allows for the Office Staff to provide a maximum of 10 sides of copying, for residents personal use.

3.2 Any larger quantities will be declined and referred to the Willingdon Hub Library or to a professional printing service in the parish.

4. Copyright law and permitted photocopying and scanning

4.1 Copyright law exists to protect the rights of authors, illustrators etc. and breach of copyright is an illegal offence.

Breach of copyright includes copying more than a certain proportion from printed and electronic books and journals, web sites etc.

4.2 Staff will not copy any items which they deem to be copyright.

5. Unauthorised use of the printing and copying facilities

5.1 The following activities are not permitted on the Parish Council's print/copy facilities:

- . Printing, copying or scanning in breach of copyright (see above).
- . Printing of pornographic or otherwise offensive material.
- . Printing or copying of material to be used by political parties/groups.

6. Liability for misuse and disciplinary action

6.1 Unauthorised use of printing and copying facilities as outlined above, will be referred to the Personnel Sub -Committee.