

## **Print Shop Printing Guidelines**

**DRAFT 12/14/2023**

The Legislative Print Shop prints legislative materials year round as requested by legislative entities. During the session, daily printing required for the session is the top priority. Printing requests by Legislators and committees which are time sensitive and needed for the work of the Legislature take precedence over other printing requests.

As time and workloads permit, the Print Shop performs both black and white (B&W) and color printing for other State of Alaska entities and charges for this service at the appropriate rates. Printing requests for legislative entities take priority over non legislative printing requests.

### **Allowable Printing by Legislative Print Shop Employees**

#### Black and White (B&W) Printing:

- B&W - letters from a Legislator or Legislators, legislative committee or other legislative entity
- B&W - reports on 8 ½" x 11" paper regarding matters of legislative or public concern
- B&W - press releases, Press Office adjournment reports and other Press Office documents
- B&W - 100 pieces of single Legislator letterhead while waiting for an order from a private vendor
- B&W - statewide mail outs approved by the appropriate Presiding Officers
- B&W - newsletters or constituent correspondence
- B&W - other legislative business

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**Newsletters or constituent correspondence must include a 'Paid for by the Legislative Print Shop' indicator so as to be easily discernable.**

Color printing is authorized for committee, floor, and hearing presentations. Other Legislative color copying requests will only be processed if approved, as appropriate, by the respective Rules Chair, Presiding Officer, or Executive Director of the Legislative Affairs Agency. Color printing for committee, floor, and hearing presentations takes priority over other color printing requests.

The Print Shop will keep one copy of any large printing request for record keeping purposes by the Rules Chair or Presiding Officers. The appropriate Rules Chair shall be notified of all Print Shop requests larger than 1,000 copies.

### **Non Allowable Printing by Legislative Print Shop Employees**

- Items for a non-legislative purpose including campaign, fund raising activities or items of a personal nature
- Stationery, envelopes & business cards
- Items larger than 11" x 17"

- Newsletters from or about a candidate 60 days prior to an election under AS24.60.030(c)

Print Shop personnel will direct questions to the appropriate Rules Chair regarding questionable print requests.

#### **NOTICE**

Do not make more than 25 copies on the small Capitol copiers in the hallways. Please send these large copy projects to the Print Shop or to the large copiers located on the 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors and in Documents which are operated by Print Shop personnel. This will avoid wear and tear on the smaller machines and is most cost effective not only for your time, but per copy charge.