



National Open University of Nigeria

Policy Title	Policy on Print Materials
Policy No:	NQSA/POL/TEL/008
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	NOUN Press
Date of Approval:	7 th October, 2024
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1.0 Introduction

In the act that established the National Open University of Nigeria (NOUN), the university made a commitment to offer her course materials to the students and other stakeholders in various modes, out of which the print mode is prominent. Apart from the production of the course materials in the print mode, there are other materials of the university that also should exist in the print mode.

The need to produce quality print course materials made the university to establish the Printing Press. The Printing Press was officially inaugurated on 29th January, 2020 by the then Vice-Chancellor and Chairman of the Press, Prof. Abdallah Uba Adamu at the Press Conference Room. In attendance were Prof. Uduma O. Uduma, Prof. Justice Shokefun, Mr. Felix Edoke, Dr. Adam Saleh and Alh. Isa Shehu. Other members present at the

inauguration were Barr. Riki, Alh. Nura A, Abdullahi, including some other members of staff.

The primary objective of the NOUN Printing Press is to save costs for the university, improve the quality of printed materials, and ensure fast delivery of course materials. The NOUN Printing Press also ensures to protect the confidentiality of the university's course materials and other documents. The Printing Press has different types of machines ranging from digital to analog, and it caters for daily needs of the university's printed documents.

The role of the Printing Press in the production of the print materials of the university made the University Management under the leadership of Prof Olufemi Peters to merge the Printing Press with the Course Materials Development Unit (CMDU) and the Warehouse to form the Directorate of NOUN Press. Within this directorate, the Printing Press is saddled with the responsibility of producing the print materials of the university.

The Printing Press serves as the 'contact point' between Departments, CMDU and the Warehouse. The unit collaborates with the CMDU and serves as the last checkpoint in ensuring that the course materials are error proof. On receiving the press-ready copy of the course materials from CMDU, it would produce its own galley proof which would be read to ensure that it does not only comply with the copy sent but also takes a step further to identify errors that have escaped the notice of the copy editors and the typesetters and returns the manuscript to CMDU to confirm correction before proceeding to print the course material.

In addition to the above, the unit is also responsible for the printing of other university materials such as flyers that advertise the

various programmes, faculty and departmental handbooks, lectures (this includes public lectures and inaugural lectures as well as special lectures), NOUN news magazine, convocation brochures, university policies and every other document that the university desires should exist in print. Apart from this, the Printing Press is also saddled with the responsibility of publishing academic materials of the academic staff either as TETFUND- sponsored or self-sponsored publication. Looking at these responsibilities, it is obvious that the Printing Press is at the centre of print materials of the National Open University of Nigeria (NOUN).

2.0 Purpose

The aim of this policy is to provide direction in the publication of the print materials of the National Open University of Nigeria. The Printing Press shall be responsible for producing all university's printing materials.

3.0 Scope

This policy shall be applicable to all print materials used in servicing certificate, undergraduate and postgraduate courses in NOUN as well as other print materials that are not directly related to classroom work but are necessary for the smooth running of the university.

Definitions

4.1 The Printing Press:

The term Printing Press refers to that unit of the university that is saddled with the responsibility of producing the print materials of the university.

4.2 NOUN Press:

The term NOUN Press refers to the Directorate which is made up of the following units: the Course Materials Development Unit, the Printing Press, and the Warehouse.

4.3 Duplex Printing:

Printing or copying on both sides of the paper. Duplex printing reduces the volume of paper used and thereby reduces cost of production. This is the approved standard for printing NOUN course materials.

4.4 Simplex Printing:

This refers to printing on single-side. This is often not used in NOUN prints.

4.5 Single Function Device (SFD):

This refers to a single-purpose printer, scanner, or fax machine that is used by one person or a limited number of persons.

4.6 Multifunction Device (MFD):

This refers to any network document production device that can perform at least two of the following functions: print, copy, fax, and scan. In addition, some of the devices can perform at a very high speed to produce volumes.

4.7 Consumables:

Printing papers, toner, staples, etc.

Principles

- 5.1 NOUN encourages the printing of all required documents in NOUN Printing Press.
- 5.2 All NOUN instructional materials in print are printed in NOUN Printing Press.
- 5.3 Two-sided printing is upheld in NOUN Printing Press.
- 5.4 Colour printing is restricted to sections in the course materials where it is so required for emphasis and clarity, and some university documents as approved by the University Management.
- 5.5 NOUN Printing Press secures network print devices approved for high-risk data, including protected health information. Personal print devices is not allowed on the university network.
- 5.6 The Printing Press uses multi-functional print devices with lower carbon emissions and recyclable toner cartridges to save cost but without compromising quality.
- 5.7 NOUN is committed to the maintenance of print devices in NOUN Printing Press.

Policy Statements

- 6.1 All departments, faculties, directorates, centres, and units of the university are to send all official printing documents which are beyond what the single printers can carry in their private offices to the Printing Press. This includes flyers,

students' handbooks, course materials, manuals. programme of activities, journals, and the like.

- 6.2 Academics and other staff with other printing-related contracts or commitments must move to the Printing Press on time before the expiration of the agreements.
- 6.3 The Printing Press functions shall include publishing functions of copy editing using the international regulations before publishing any material.
- 6.4 Exceptions to this policy must be approved by the Vice-Chancellor before any printing work can be done outside the university.

Policy Implementation

- 7.1 For course materials to be printed by the Printing Press, it must have been sent through the CMDU as a completed and press ready manuscript.
- 7.2 The Director, NOUN Press would minute the materials (which would be submitted with the page extent) to the Head, Post-Production for material costing.
- 7.3 The Director, NOUN Press would send a memo to the Vice-Chancellor requesting approval for printing and the acquisition of the materials required.
- 7.4 After approval and delivery of needed materials, the Director, NOUN Press would minute to the Head, Design and Production for the printing of the material.

- 7.5** On sighting the permission to print, the Head, Design and Production would go to the store to collect the needed materials and the Store Officer would release the materials on sighting the production permission.
- 7.6** After the production and packaging of the course materials, the Printing Press would hand over the printed materials to the Warehouse for distribution.
- 7.7** The Printing Press shall ensure compliance with this policy under the guidance of the Director, NOUN Press.

8.0 Sanctions on Violating this Policy

The success of the workflow described in this policy depends on the chain. Any staff member who breaks the chain and causes delay in the production process shall be queried in the first instance and shall face disciplinary panel on subsequent occurrence(s).

Policy Alignment

This policy is considered highly necessary as it helps in sensitizing the staff of the Printing Press and other stakeholders to the process, purposes, rules, and regulations guiding the production of print materials of the university. The policy document aligns with:

- 9.1** National Open University of Nigeria: National Open University (No. 6, 1983) CAP N63.
- 9.2** National Open University of Nigeria: National Open University (Amendment Act, No. 19, 2018).

- 9.3** Federal Ministry of Education: Blueprint and Implementation Plan for the National Open & Distance Learning Programmes (2002).

10.0 Team of Developers

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