

## **SOUTH DERBYSHIRE DISTRICT COUNCIL**

### **PROCEDURE FOR PRODUCING PUBLISHED INFORMATION LITERATURE**

#### **Purpose of the Report**

To maximise efficiencies within the Print Room, to standardise procedures for printing internally and externally produced literature, embed the corporate image and ensure print work is not produced externally if there is capability and capacity within the Print Room.

#### **Outcome**


All printing work is sourced using the Council's own print room. Where there is no capacity, or the work requires specialist external printing work, this will be sourced by the print room using Corporate-printing arrangements.

#### **Recommended Print Procedures**

1. All requests for published information literature should be made through the print room using the 'Print Request Form'  
  
Ken Storey  
Sue Schofield  
Mike Hale  
  
Tel: 01283 595912
2. For print runs above 100 copies the Corporate Procurement Manager will need to be advised.
3. All options for producing the information in alternative ways should be considered - CDs, website etc. The Corporate Procurement Manager will advise.
4. Ensure the print room will be used wherever possible produce the literature using in-house facilities. A quotation for this will be available on request.
5. If it is not possible to produce the literature in-house, the Print Room Supervisor will request quotations from external agencies using any Corporate Contracts that are in place.
6. The Print Room Supervisor will pass on the quotation for approval before raising a formal order. The Head of Service must sign this approval.
7. All requests will be referred back to the point of order for final proof reading and checking before ordering.

8. The Print Room Supervisor will ensure that all published information literature will include the following statement:

*If you would like this document in another language, or if you require the services of an interpreter, please contact us. This information is also available in large print, Braille or audio format upon request.*

 01283 595795

e-mail: [customer.services@south-derbys.gov.uk](mailto:customer.services@south-derbys.gov.uk)

9. The Print Room Supervisor will ensure that all literature will be produced using Corporate Colours and Corporate logos.
10. When photographs of people are used the Print Room Supervisor will ensure these are representative of the population and that permission has been gained where necessary to use a person's image.
11. All literature produced must be Equal Opportunities compliant and advice can be sought from the Print Room, the Corporate Procurement Manager and Human Resources and the Equalities Officer.
12. A copy of all literature produced will be forwarded to the Web Editor to determine suitability of publication on the Intranet/Internet.