

## 6.2 Internal Printing

### Policy Statement

Internal government printing is an essential service for departments, agencies, boards, and commissions. The responsibility for this service lies with the Queen's Printer, Communications Nova Scotia. In order for the Queen's Printer to properly serve departments' needs it must provide secure, high-quality printing on a timely basis. All departments, agencies, boards, and commissions are required to requisition their printing needs through Communications Nova Scotia, which procures printing for all of government from both internal and external sources.

### Definitions

#### **INTERNAL GOVERNMENT PRINTING**

In this context means primarily black and white and some limited colour work on standard business-sized paper, produced on digital printers, high-speed photocopiers, and small offset duplicators.

### Policy Objective

To provide the framework of guidelines to ensure that government's internal printing needs are fulfilled in a secure, high-quality, and timely manner.

### Application

Queen's Printer personnel who are knowledgeable in the graphics industry and are qualified to operate printing machines.

### Policy Directive

It is the policy of the Government of Nova Scotia that the interests of the province with respect to its internal printing are best served by maintaining and operating a central and efficiently run printing facility.

## Accountability

### COMMUNICATIONS NOVA SCOTIA

Communications Nova Scotia is responsible for

- fulfilling government's printing requirements by means of either in house facilities (Queen's Printer) or procurement of printing services from the private sector
- developing and administering quality standards for printing of government documents and publications
- maintaining currency in print technology
- providing consultation and advice to all its government clients on print matters

## Monitoring

Communications Nova Scotia, the Queen's Printer will monitor and inspect all in-house printed product to ensure it meets minimum standard requirements with respect to this policy.

Communications Nova Scotia will advise departments, agencies, boards, and commissions of non-compliance with quality standards and effect appropriate corrective action by the supplier, i.e., Queen's Printer or vendor.

## References

Communications and Information Act, R.S., c79, s.1

Nova Scotia Government Print Quality Standards <[www.gov.ns.ca/cmns/services/prepress.htm](http://www.gov.ns.ca/cmns/services/prepress.htm)>

## Enquiries

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