Carnegie Mellon University
School of Art
Digital Print Studio Mission, Policies and FAQ:

Policy Statement:

The purpose of this policy is to set guidelines for the use of the
School of Art Digital Print Studio (DPS) and its equipment. The
mission of DPS is to provide a collaborative digital environment that
encourages experimentation and innovation in art making across
media through access to emerging technologies in digital inkjet and
scanning. Access to the DPS and its equipment is restricted.

Services:

Students, faculty, & staff affiliated with the School of Art may request
prints from the DPS. Students taking classes provided by the School
of Art may also request prints if these are related to the class they
are taking. The DPS has the right to refuse any request including
excessive multiple prints.

Financial Responsibility:

All prints including test prints are the student's financial responsibility.
All charges are payable upon receipt by credit card, debit card, or
Plaid Ca$h. Patrons have the right to see detailed billing of all
charges and request a receipt of these charges once they have been
paid. They also have the right to establish a set amount in to make
test prints. The DPS may allow use of equipment in the lab such as
flatbed and slide scanners. Users of this equipment accept financial
responsibility in case of breakage.

Security regarding files received through the network:

- The DPS will delete ALL files relating to a print request after a
  printing job is completed.
- It is the responsibility of the DPS to notify, in a timely manner,
  the completion of submitted print requests.

It is the responsibility of the Patron to:

- Properly label all materials with the student's name and contact information (if student is providing their own material to print on)
- To create a back-up of files that are sent and modified to the DPS.
- To collect hard copies of images submitted for large format printing (such as CD's, DVD's, portable storage devices, and photographs) after its use for large format printing.
- Pick up prints in a timely manner. The DPS cannot be used as a storage facility for prints. The condition of prints not collected after two business days cannot be guaranteed.
- Prints that are not picked up or refused will belong to the School of Art and may be used for any purpose.

Content:

The DPS has the right to refuse any request if content or format is unfit. Reasons for refusal may include excessive multiple prints, inappropriate content, or if the print requested is for purposes other than the production of art. In such cases the material is forwarded to the Head of the School of Art for review. The School of Art does not resort to censor or prevent any credible works of art from being created.

Digital Print Studio FAQ

Q: I want to make a large-format color print! What do I do?
A: Great! The first step is to have the image you want printed formatted correctly. Double check the dimensions of the image (Photoshop>Image>Image Size), and that the Document Size matches your desired output size. Resolution should be 300dpi for optimal output. *(Note: adjusting a low resolution image to a high resolution will result in poor image quality. It's best to start with a high resolution scan or image to begin with).* The image should be saved as a TIFF. Next, use the Request a Print Job form and follow the instructions to upload your file. Your file will be sent via a secure system and a technician will complete your request in the order in which it was received. Allow 2 business days to process your request. You will then be contacted by someone from the DPS when your job is complete. Payment is due in person at time of pickup.

Q: How big can I print?
A: Our large-format color printers can print up to 64" wide by any given length.

Q: How big can I scan?
A: Our flatbed scanners supports material up to 12" x 17". Keep in mind you may always scan several pieces on the flatbed scanners and "stitch" them back together in Photoshop (Photoshop>File>Automate>Photomerge)- just ensure there is a 15-20% overlap at the seams.

Q: What forms of payment can I use when purchasing services from the Digital Print Studio?
A: Payments for the Request a Print Job submissions are due at the time of pick up and can be made through the Micros system located in Doherty Hall room C308A. Acceptable payments include credit card, debit card, and Plaid Ca$h. Logged RISO and Acetate prints will be calculated and billed via email at the end of the semester. All payments must be made in person.