

GRAPHIC DESIGN POLICIES

LARGE FORMAT PRINTING

- Prints should be submitted ready to print in PDF format (LastNameFirstName_ProjectName.pdf) to the designated class folder on the print server: SAAH/SAAH-Students/Graphic-Design/_Print Queue
- Prints will be processed in the order they are received through a print queue system. Incomplete requests will be rejected and need to be resubmitted, thus resulting in returning to the end of the print queue. Please allow at least 24-hr turn-around time.
- Print on Demand is only available during monitor hours if no prints are pending in the Queue.
- You must bring your Iowa One student ID card to pick up your print. Prints are charged to your U-Bill upon pick-up. You will not receive your print without your Iowa One card.
- Prints are charged for the size of the paper, NOT the size of the printed image. Print charges are the bargain price of \$.02/inch. Bring your own paper charge is \$.01/inch.
- Special requests can be directed to MSPD-DesignPrintQ@Ulowa.edu

BORROWING EQUIPMENT POLICIES

- Equipment is available to borrow from the SAAH Equipment Checkout Center located in VAB E120, and issued by reservation through Checkout.Ulowa.edu
- Equipment is only available when classes are in session through the reservation system.
- A valid Iowa One student ID is required to pick up and return reservations.
- You are responsible for well being of the equipment while it is checked out to you, you will be charged for the cost of equipment repair or replacement if it is damaged or lost because of abuse or neglect.
- Equipment must be returned on time; equipment loans are **subject to a late fee of five dollars per item per day**. Habitual late returns will result in loss of checkout privileges. It is your responsibility to be aware of the due dates of the equipment you check out. If you are unsure, you can ask the monitor at time of checkout.
- It is your responsibility to check that the equipment is complete and in working order when you check it out. **You will be charged for damaged or missing items not noted during checkout.**
- It is your responsibility to charge equipment and delete your work prior to returning. Please charge these devices and erase your files from the internal memory before you return them, as a simple courtesy to the next borrower.
- You must report equipment problems, loss, or damage as soon as possible. Please email the Studio Specialist and describe, in as specific terms as possible, any problems that you have with the equipment. This must be done by the check in due date in at the absolute latest.

GENERAL AREAS

- The Print & Production Studio in ABW 323 is a monitored workspace available to students in Graphic Design. Students must be trained by their instructor or the Studio Specialist prior to using the equipment in the studio.
- No spray adhesive is permitted in ABW. Please visit the VAB spray booths if needed. For your convenience a gluer is available free of charge in the Print & Production Studio ABW 323.
- At the end of each semester all work not picked up will be recycled. If you are graduating please be sure to save all of your digital files, folders will be deleted upon graduation.
- Cutting mats are available in each of the studios; please do not cut directly into the tables and desks.

more information is available at:

UI School of Art and Art History > Resources > Equipment and Studio Reservations > [Graphic Design](#)