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 (SOA DPS) and its equipment. The mission of SOA 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 SOA DPS and its equipment is restricted.

Services:

Students, faculty, & staff affiliated with the School of Art have the privilege to request prints from SOA DPS. Students taking classes provided by the school of art may also request prints if these are related to the particular class they are taking. SOA 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. If anyone (within Carnegie Mellon) other than the person requesting the service is financially responsible for the prints, the request must include that individual’s name, email and oracle string number. In some instances, SOA 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:

- SOA DPS will delete ALL files relating to a print request after a printing job is completed.
- If hardcopies are submitted for printing, SOA DPS will keep all materials in a secure place until prints are collected.
- It is the responsibility of SOA DPS to notify, in a timely manner, the completion of prints or scanning jobs.
It is the responsibility of the Patron to:

- Properly label all materials with the student’s name and contact information.
- To create a back-up of files that are sent and modified to SOA 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. SOA DPS cannot be used as a storage facility for prints. The condition of prints not collected after two business days cannot be guaranteed.
- Prints and models that are not picked up or refused will belong to the School of Art and may be used for any purpose.

Content:

SOA 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 a minimum of 300dpi (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 be contacted by someone from the Digital Print Studio when your job is complete and payment is due at the 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 sheet-fed scanner supports material up to 42” wide by any given length. Our flatbed scanners supports material up to 18” x 24”. Keep in mind you may always scan several pieces on a flatbed scanner and “stitch” them back together in Photoshop- 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.