Department of Art Inkjet Printing Policy

The inkjet printing facility is located in 380 Hopkins Hall and is overseen by Bob Hite.

Print Room hours vary by semester, please see the posted hours on 380 Hopkins Hall door or the department website.

Bob Hite works Monday-Friday; 8:00 – 5:00pm with a one hour break at 12:00pm.

Students who have not had training (Assisted Printing):

- Students provide files that are prepared for printing to the Print Room staff on-duty.
    - Files are to be some format that can opened in Adobe Photoshop. (Preferably a .psd file at 300dpi at the appropriate print size desired. Image files less than 300 dpi may get pixelated, especially if less than 300dpi and needing to be enlarged). Print room staff do not do any image editing.
    - Students should review the Pre-Print Tips prior to printing.
    - Payment at the time of printing is required and the student is required to email a copy of their receipt to ASC-ArtPrinting@osu.edu.
        - Digital Print Payment Instructions for Assisted Printing
    - Print Room staff will log and reconcile the printing that was completed during their shift.
    - Prints cost $3.00/square foot

Students who have had training (Trained Printing):

- Students are required to complete a demo with Bob Hite prior to taking the exam.
    - Instructors may work with Bob to schedule this into their class.
    - Bob will send an email at the beginning of the semester of group sessions that he will be holding.
    - You may contact Bob for one-on-one session.
- Students must have passed the **exam** to be considered trained.
- Students are required to supply their own paper to print on.
- To obtain access the student will see Bob Hite or an employee of The Cage.
- Students will provide Bob Hite or an employee of The Cage with their Buck-ID during their printing session. At the end of the session, their prints are added to the Print Log file. Students are expected to pay for their printing immediately following and email a copy of their receipt to: ASC-ArtPrinting@osu.edu.
        - Digital Print Payment Instructions for Trained Printing
- Print costs $2.50/square foot.
- Bob Hite or an employee of The Cage will confirm the printer is locked and will return the Buck-ID to the student.
    - Students are expected to take care of the equipment and leave the room in the same condition it was when they arrived.
- If a student has printing problems they are to immediately report it to Bob Hite or an employee of The Cage. (If the employee is not qualified to address the issue, they will find someone who can).

Instructors taking a class to print:

- This is for classes that are using course fees to allow students to print.

- A class roster is provided to Bob Hite as well as the print allotments. This will ensure proper account reconciling.
- Once a student has exhausted their print allotment they are expected to pay for any remaining prints.
- Access will be arranged in advance with Bob Hite.
- Any issues will be immediately reported to Bob Hite.

Faculty in need of Print Room access for their personal research will arrange with Bob Hite. Faculty will report their printing quantities to Bob Hite so that proper account reconciling can occur.

Resources:

Pre-Printing Tips
Quick Printing Guidelines for Photoshop
Digital Print Payment Instructions for Assisted Printing
Digital Print Payment Instructions for Trained Printing