

Digital Service Bureau Directions

Here's how it works:

DSB hours for Fall 2009:

Mon: 10am – 9pm

Thurs: 10am – 7pm

Tue: 10am – 9pm

Fri: 1pm – 5pm

Wed: 10am – 9pm

Sat: 10am - 3pm

The DSB is closed on Sundays, during holidays, and in between semesters.
The DSB will be closed Thurs Nov.26th – Sat Nov 28th for Thanksgiving Break.

Before students not currently enrolled in a digital class are allowed to print in the DSB they must receive a demo on the equipment done by the lead DSB supervisor (Caroline Houdek). Demos can be given during open DSB hours and are done only by appointment; please look for postings as to when demos will be given or contact choudek@umn.edu for the schedule.

After students are demoed on equipment they must sign a form stating that they have read these rules and understand the costs of printing.

Only students/faculty/staff who have had a demo can be in the DSB may be in the DSB, no tag-alongs, friends, or other people in the DSB please.

Food and beverages cannot be used in the DSB. There is a counter where they can be left while working.

Reservations: It is important to make a reservation for the printer you wish to use in advance, or it may not be available when you wish to use it. Reservations can be made at, www.checkout.dsb.umn.edu Also see the “DSB Online Workstation Reservations” sheet, attached.

Tracking: before leaving the DSB students must check in with the DSB attendant to count the prints they made. This includes test strips and all mistakes. Students must pay for test prints. We usually do not charge for large-format test strips and most mistakes, but these need to be tracked and excessive test strips will be charged for. Mistakes involving user error (things that were covered in the printing demo) will be charged for. Mistakes involving the printer (clogged heads, etc) will not be charged for. Due to the nature of the experimental media, all prints on the experimental printer will be charged for.

The technician will track how much the student printed. The amount owed will either be taken out of their digital course fee amount or they will be given a bill. If they receive a bill they must take it to the photo crib and pay before they take

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their prints. They will bring back the bill signed as paid by the photo crib worker to receive their prints.

Only specific printers may use non-coated papers in them. Any outside-paper brought into the DSB must be cleared by the DSB attendant before using it in the printers. Please check with staff prior to printing.

Students should bring their own portfolio to bring prints home in. We do not guarantee having any boxes, tube rolls, bags, etc for transportation.

The DSB makes every effort to keep every size of paper we offer in stock. There are times when that is, unfortunately, not possible. To ensure you have the right size/kind of paper we suggest purchasing your own paper. You are always welcome to buy larger sheets of paper from us and cut them to the desired size during a shortage.

Failure to follow these instructions or instructions given by DSB technicians or instructors will result in losing DSB privileges.