

DDA Imaging Center Procedures

10/14/16

Staffed Hours

- Any DDA student can use the 5th floor Imaging Center during the hours when it is staffed by one of the DDA graduate assistant students
- When the grad assistant on duty is about to end his or her shift, they will remove the roll paper from both the Epson 9800 and HP Designjet printers. They will leave an empty spool in each printer so that Imaging students can use those spools for their own paper during unstaffed hours.
- Keys for the supply cabinets will be kept in the DDA office. Faculty and grad assistants can retrieve them as needed.

Unstaffed Hours for Imaging students

- DDA Imaging students and students taking DDA Imaging courses are able to access the Imaging Center when it is not staffed by checking out the Imaging Center key from the Resource Room on the 4th floor.
- The key-holding student is 100% responsible for the Imaging Center during the time he/she has the key in his/her name. Whatever happens in the Imaging Center during that time is fully the responsibility of the key-holding student. If there is damage, theft, or waste of materials during that time, the key-holding student is responsible even if he or she did not do it.
- The key-holding student may not give the key to any other student.
- Whenever the key-holding student leaves the Imaging Center, he/she will lock the door.
- When finished using the Imaging Center, the key-holding student will return the key to the Resource Room. Someone from the Resource Room will inspect the Imaging Center to make sure it is in good condition.
- Imaging students using the Imaging Center during unstaffed hours must use their own paper. Only papers and substrates that are designed for digital printers may be used. If there is any uncertainty about a substrate, students must get approval from their instructors before using it. Students using their own papers during unstaffed hours will not be charged a fee for printing on those papers.