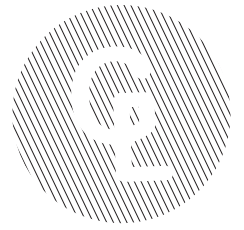


GRAPHICS LAB

RULES & POLICIES



General Rules

- The AMT labs are not responsible for lost or stolen property including missing or damaged files, tapes or other media. Back-up your files and media whenever possible.
- Respect the facilities, please clean up after yourself! Do not have any food or drinks by the computers, printers and other hardware.
- Please adhere to lab closing times. Refusal to leave the lab space during closing will result in a facilities ban.

Printing

- Students must present their paper and NewSchool ID to the lab tech on duty in order to be approved for printing. We will hold onto your NewSchool ID until you are finished printing.
- Students can print up to 50pgs per day on our laserjet printers (single-sided & double-sided) & 20pgs per day on our inkjet printers. (10pgs double-sided)
- Our inkjet and risograph printers are available for reservation. Reservations must be made at least 1 day in advance, for a maximum of 2 hours time and a minimum of 30 minutes time. Arriving later than 15 minutes of your reservation time will have your reservation canceled.

Lab Checkouts

- Any equipment with a short term checkout must stay within the Graphics Lab premises. Handle all equipment with care. Equipment in your possession is your responsibility. If your equipment is not functioning properly - do not use force, ask a technician for help.
- Wacom Cintiqs and Porta-Trace light boxes are available for long term checkouts. Long term checkouts can be reserved for a maximum of 3 days.
- Students are responsible to pay or replace damaged items as determined by the Facilities Manager. Failure to do so will have a fine placed on your NewSchool account. You will not be permitted to use Graphics Lab or Making Center equipment if you have holds or fines given via the Making Center facilities.

1st Penalty

Verbal Warning

2nd Penalty

1 Week Ban

3rd Penalty

1 Semester Ban

Open

Weekdays: 10am to 8pm
Weekends: 12pm to 7pm
Closed on Holidays and Major Academic Breaks

Contact

graphicslab@newschool.edu
(212) 229-8908 x4383