

Digital Service Bureau Access and Use Policy

- The DSB is a hands-on learning environment in which users sit at the computer stations and print and scan their own projects. We have Epson 9800 (with printing up to 44 in. wide) and 4800 (with up to 17 in. wide) digital inkjet printers, two Nikon 9000 film scanners, and one Epson V700 flatbed scanner. Two paper media are available for use on the designated digital photo printers: Epson Enhanced Matt Paper and Epson Premium Luster Photo Paper. There is also specific media available for the designated uncoated/printmaking printer. Students may bring in their own paper, but can only use coated media on the photo printers.
- The DSB is not a general computer-use room; please prepare your files offsite.
- The DSB is monitored by the DSB supervisors during all open hours; there is no access outside of regularly scheduled hours. The supervisors are on hand to assist users with scanning, printing, handing out and loading paper (if needed), and other aspects of the digital workflow. However, users must already understand how to prepare digital files for printing (we do not teach Photoshop or prepare files for printing), and either be currently enrolled in a digital printing class (digital photography, printmaking, or digital drawing), have taken a digital class within the past year or must take a tech demo on the machines (arranged by lead DSB supervisor by appointment only).
- Presently access to the DSB is restricted to students, staff, and faculty affiliated with the Department of Art. Note: adjunct faculty have access to the DSB only during the semester they are teaching.
- All users must either be enrolled in a digital art class or take a demo workshop prior to using the printers (workshops are by appointment only, no walk-ins). Students currently enrolled in digital art classes and paying a digital course fee have automatic access, once their instructors send the DSB the student class list. Everyone else – e.g. students taking independent studies or BFA/MFA credits in non-digital areas, working on Senior Projects from non-digital areas, faculty and instructors from non-digital areas, and staff – must take the tech demo and/or have had a digital class within the past year. (Assessment of whether or not a refresher demo is needed is up to the lead DSB supervisor.) Contact Caroline Houdek at choudek@umn.edu to arrange a demo workshop.
- All prints must be tracked and paid for prior to leaving the DSB. There are two ways this happens. For students currently enrolled in digital classes we use a course-fee system. Enrolled students receive a credit for up to so many digital prints for the course fee they pay, which is tracked in an Excel spreadsheet database based on current class lists. Instructors MUST forward their class list to the lead DSB technician, Caroline Houdek at choudek@umn.edu, before their students are allowed to print using their fees. After an enrolled student uses his or her course-fee allotment, they are able to make additional prints, paying for prints as they go. Unused credit is not refunded but is used to pay for test strips, maintenance tanks, and other general expenses of the DSB.
- For students, staff, and faculty who are not enrolled in an art class they pay as they go (through the checkout room/Equipment Cage W139). These prints also must be tracked in the DSB database. Pricing is determined by the DSB. Payment must be made before prints leave the DSB; no tabs are carried. The DSB Checkout accepts cash or check, no credit cards. The DSB is not responsible for prints left behind to be paid for later, but users will still need to pay for any damaged prints.
- Priority during the last 2 weeks: During the last two weeks of the semester each student is only allowed to make up to one 1-hour reservation per day for the 4800 printers OR one 2-hour reservation per day for the 9800 mural printers. Also students, staff, and faculty who are not enrolled in a digital class should not plan on printing during these weeks. The DSB receives a higher-than-normal volume of users during this time. All students in classes have priority.
- No food or drink is allowed in the DSB.
- Failure to follow these policies will result in losing DSB privileges.

DSB FAQs for instructors:

Why aren't my students listed yet in the DSB print-tracking file?

- Instructors from digital classes must send their final class lists (after folks have added and dropped) to Caroline Houdek at the DSB before their students are able to print. It takes a few days to enter them into the system. All other classes use the pay-as-you-go method for making prints.

What if some students in my class print digitally but others print in the silver darkroom or with the litho stones? Do I send you the entire class list?

- No. If you teach advanced photography, advanced printmaking or independent study for which a digital course fee is collected, and you have some students working digitally and others working chemically, please send ONLY the student names who will be using the DSB as the regular printing base. We transfer area course fees into the DSB account based on what you tell us, so you will need for students to declare up front where their fees should go. If a student wants to work both digitally and with other means, you can split their fee and send half to us and keep half in the area; but you and the student need to determine the appropriate amount. If someone initially chooses the non-digital route but then changes their mind mid-semester we can transfer funds then, but please try to determine this at the beginning of the term. The DSB uses these funds to supply inks, papers, and maintenance tanks and needs to receive the bulk of the fees at the beginning of the term.

Can I bring my classes into the DSB when the DSB supervisors are not there or during closed hours?

- No, there is no after-hours access. Classes are allowed in the DSB only during regular open lab hours when the supervisors and monitors are present.

Can I bring my class in last-minute for a demo?

- No. Please arrange times for in-class demos with Caroline Houdek (choudek@umn.edu) with at least 48 hours notice, but preferably at the beginning of the semester so we can avoid conflicts with other class demos. We expect instructors will want to teach the demos themselves to their students.

Do students have to pay for test strips?

- Normally no, but if a student makes excessive test strips then they will be charged the regular per-square-footage rate for the extras. All test prints and contact prints must be paid for.

Will the DSB supervisors print or prepare my files for me or my students?

- No. Users must prepare their own digital files (off site) and be familiar with resolution, color profiles, and Photo Shop. The staff will assist new users and help with any problems along the way, but they are not there to print files for others. Their first priority is to help the students learn the equipment.

Can students print whatever they want on the experimental printer?

- No, there are limits even on this printer. Students cannot run wet media through the experimental printer, including wet-coated papers and surfaces and prints with wet inks on them. Newsprint should also not be used even on these printers as the fibers clog the ink nozzles too badly.

Do students have to pay for prints that don't turn out well when using the experimental printer?

- Yes, students must pay for all prints on these machines. The DSB supervisors maintain the experimental printer in the best shape they can, but due to the unregulated use of materials we cannot guarantee accurate color results, adequate paper feeding, or printing with uncoated media. Please discuss with your students the experimental nature of the process so that they fully understand the additional costs for using this printer. Send any tips you have for getting good results.