

MEDIA AND ARTS PRINT LAB POLICY

- The lab is accessible to Media and Arts students **only**.
- Students must receive **approval** and **permission** from the lab manager Junqiu Yu or Cici Cheng. Please provide the reason for needing to print (e.g. for class or a project), the sizes and number of photographs that will be printed, and which printer you plan to use.
- School events and other organizations outside of Media and Arts are **not** permitted to use the lab, even if the student assigned to print is a Media and Arts student.
- **Reservations** to the lab are required once access has been granted.
- Students may only use the lab during **cage operating hours**.
- Provide **your own paper**, unless permission has been given to use the current paper in the lab.
- No lab equipment may be removed or moved.
- Please check in at least **five minutes prior** to the reservation time with someone at the cage.
- You must bring in a USB drive or disk if you are planning to save your work. All documents saved to the computer will be removed, upon reboot/log off.
- No food or beverages in print lab.
- **Any Other regulations will refer to the media arts equipment cage policy.**