

2014 MCAD Printshop Large Screen Checkout Policy

Large screens are available for checkout to students currently enrolled in the semester long class, Screenprinting, for Print, Paper, Book Majors who have taken Screenprinting, for MFA Students, and Faculty/Staff who have had screenprinting experience.

Large screens are not available for students in PPBT or Continuing Studies. Faculty and staff may check out the screens depending on availability, but we encourage them to purchase their own screens.

- 1. Screens can be used for 1 week. If no one else needs the screen, it can be checked out for 1 additional week.**
- 2. If screens get a hole in them, get ripped or damaged, whomever checked out the screen will be charged the actual cost of remeshing the screen, which is normally between \$50-75.**
- 3. Do not lend the screen you checked out to another student.**

How do I check out a large screen? Read below:

- 1. Fill out a Large Screen Checkout Policy Form and submit it to Diana Eicher, or any of the Printshop Staff. If no one is available, please leave it under Diana's office door, Room 415.**
- 2. Write your name on the laminated sign out sheet in the hallway.**
- 3. Use the screen, clean it completely, and put a check mark with the date by your name on the laminated sheet to let us know when you are finished with the screen.**

*****Please treat these screens with care & ask for help when you are moving them, esp. the bigger ones --each one can cost up to \$100 to remesh—***

We want to keep them in excellent condition for your next project**

