2023 MCAD Printshop Screen Checkout Policy

How do I check out a screen?

1. Fill out a paper Screen Checkout Form and submit the form to Diana Eicher, Director, in office 415.

2. Write your name on the laminated sheet by the name of the screen, with the dates you are checking out/in the screen.

3. When you are done with the screen, clean it, and put a check mark in the "Notes" section by your name on the laminated sheet to let us know you are finished with the screen or email printmakingstudio@mcad.edu with the name of the screen in the subject line and that you are done using it.

Notes:

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.

3. For questions, please email printmakingstudio@mcad.edu