**COLLIN COLLEGEPHOTOGRAPHIC ARTS LABDIGITAL - L A B R U L E S**

**All Students will demonstrate respect for others and follow all school policies and instructions from lab personnel.Repeated abuses will result in revoked lab privileges.**

**DIGITAL LEARNING CENTER AND INKJET PRINTING**

1. Do not feed the computers! **No food or drink** allowed in Digital Photographic Arts Learning Center (DPALC). Food and drinks in closed containers may be stored in cubby shelves at the front of class.

 Food offenses:

 1st offense – Verbal Warning

2nd offense – No daily checkout for one week

 3rd offense – No lab access outside of class

2. **Inkjet printers are available for class assignments only**. Students will be allowed access to printing during class hours only. **No commercial or personal work allowed.**

3. Computer monitors and printers are kept carefully calibrated and cleaned to ensure excellent color reproductions. Do not change these settings and follow printing steps precisely.

4. Students are restricted to one full-size print per image. Full print size is limited to 9” on the longest edge. **Larger sizes must have Instructor or Lab Supervisor approval**.

5. Students are encouraged to make soft-proofs to preview images. Students must make small test prints as necessary to achieve satisfactory results. **Test prints @30% of size are mandatory. No full prints to be made without approved test print(s) first.**

6. Do not change cables, hubs, or fixed peripherals. **Leave the computers alone!**

7. Contact lab personnel for printer maintenance and ink cartridge replacement.

8. Students must save work to CDs, DVDs, USB drives, or portable hard drives. All saved files are deleted daily. **Do not leave your work on these computers.**

9. All printing ends 30 minutes before closing to allow for cleanup and file saving.

**\*STUDENTS ARE RESPONSIBLE FOR MISSING OR DAMAGED EQUIPMENT**

**You Break it (or loose it) You Buy it!!!**