

Green Mountain College

Griswold Library & Computing and Technology Services

Large Format Printing Guidelines and Policy

Green Mountain College's Griswold Library owns two 42" large format printers, an HP DesignJet 500 and an HP DesignJet T770.

Contact

Large format print jobs are a mediated service handled by the office of Educational Technology. Please contact Brenton Dupee at dupeeb@greenmtn.edu if you would like to utilize this service or have any questions.

Basic Requirements

The plotter printing service at Green Mountain College is for academic use only:

1. Each request must have a faculty sponsor.
2. Fee payment (see Pricing Structure below)
3. One length of the poster must be less than 42".
4. Posters must be submitted within a reasonable time-frame (see Timing & Turn-around below)
5. Posters must be proof-read and completed **before** submission.
6. Posters must be submitted as a .pdf (portable document format) file.

The Office of Educational Technology reserves the right to deny print requests.

Timing & Turn-around

Individual Poster Requests: Small poster requests must be submitted at least three (3) working-days (Monday – Friday) in advance of when they need to be picked up. Larger print jobs, of 5 or more posters, may take longer to complete.

Class Poster Sessions: For class poster sessions we require at least one (1) month notice ahead of when the posters will have to begin being printed so that we can ensure that staff and materials are available to complete the job.

End of Semester: Please account for longer wait times (up to a week) during the months of November/December and April/May due to heightened demand.

We cannot guarantee timely completion on requests received with fewer than three (3) days' notice.

Pricing Structure

The pricing chart to the right indicates what we charge **per linear foot** (rounded **up** to the nearest foot)

	Matte	Gloss
Normal Print	\$ 3.00	\$ 4.00
Full Background	\$ 5.00	\$ 7.00

Depending on the nature of the poster, charges may be applied to a department, club, or an individual.

Posters that have no white-space, i.e. the background is completely (or very near completely) covered in ink, will be charged an additional \$2.00 per linear foot.

Poster Design Training

In addition to our print service, we also offer training in poster design and layout. Training sessions should be scheduled ahead of time and will cover basic design principals, use of Adobe's InDesign software, and any additional needs that are expressed. Training sessions may be scheduled for an entire class or by individuals.

Pickup or Delivery

Once a poster is printed an e-mail will be sent to the requester to pick the poster up from the table left of the circulation desk when you come into the library.

Faculty members may also request in advance that posters for their class be collected here in the library for a one-time pickup (either by the faculty member or a student) rather than each individual student coming to retrieve their poster.