

TITLE: USE OF GRAPHIC ARTS FACILITIES

The purpose of this policy is to spell out the conditions and procedures under which the Graphic Arts Shop will operate in regard to acceptance, scheduling, printing and resale costs of graphic arts.

1. Conditions of Acceptance
 - A. Graphic arts jobs will be accepted only to the extent that they fit the program of instruction and equipment and the work schedule prepared by the instructional staff.
 - B. Jobs will be accepted from outside agencies that are either public agencies or non-profit groups such as service clubs, charitable organizations, etc.
 - C. No jobs shall be accepted for private individuals, businesses or organizations intending to use materials produced for personal gain or profit.
2. Job Performance
 - A. All work scheduled on a work sheet will be complete and subject to a final check by the instructor. No guarantee, implied or otherwise, is attached to any services performed.
 - B. All work performed will be that which is common to the graphic arts industry and for which equipment is available. No jobs will be accepted with contents that are questionable in terms of political, ethical or moral tone.
3. Rates
 - A. Since work performed is an educational experience for students, there is no labor charge on any job.
 - B. On work orders for non-college agencies and organizations, the charges for printing materials, paper, offset, masters, film, etc., will be at the regular retail price.
 - C. To cover costs of consumable supplies (rags, solvents, etc.) and utilities, a standard charge of 10% will be added to the total cost of each work order.

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4. Payments

- A. When a job is completed, a final billing is prepared which the customer takes to the College Business Office and pays.
- B. No completed work will be released from the premises of the Graphic Arts shop until a paid receipt for such work is shown to the instructor in charge.

Date of Adoption: 11/27/84

Revised: 2/26/92, 6/29/998/28/12