Print Shop

After-hours Access

Procedure

The Print Shop strives to provide first-rate, high quality printing services to all students, faculty, and staff within the extended operational hours of the Print Shop (7:30am – 5pm). We are aware that there may be times when an emergency arises and that a completed project must be picked up when the Print Shop is closed. Due to the expensive and dangerous equipment housed within the Print Shop, and keeping with our confidentiality practices, an after-hours access procedure has been established to address such instances.

PROCEDURE:

This procedure is set in place for emergencies or unforeseen circumstances and should not be used as common practice.

The Print Shop staff shall be notified in advance, when possible, so that after-hours access can be arranged and the project laid out in plain sight for retrieval.

Protective Service Officers are the only persons that shall access the Print Shop after hours, and they are the ones who will retrieve the completed project for the individual. No individual will be allowed inside the Print Shop after hours unless escorted by a Print Shop staff member.

The individual must show proper identification to the Protective Services Officer so that they can retrieve the completed project from the Print Shop for them without any mistaken identity. The Officer and the individual will both sign the work order indicating the project was picked up.

The Print Shop staff will place completed work orders on the brown shelves located by the front entrance of the Print Shop. If a project is not there, then it is not complete, and cannot be picked up at that time. The PSO is not allowed to go behind the Print Shop counters looking for the project or rummaging through other works in progress to find a project. If it is not on the shelves, it is not complete and the individual will have to come back when the Print Shop is open.

Thank you for your assistance in this delicate manner as we accommodate the few emergency situations that may require after-hours access to the Print Shop and yet maintain the integrity of the Print Shop that everyone expects.