

# UA Bierce Library MakerStudio – Academic Poster Printing

The Bierce Library MakerStudio provides some limited poster printing services. This document contains more information about the service.

## General Overview

Poster printing services are fully reserved for **academic projects only**. The MakerStudio is **NOT** a print shop. Whether printing free of charge for students or at a fee for non-student UA community members, all poster printing is strictly for academic purposes.

Academic poster printing services are available to students for free with per semester limits (see below). Poster printing services for non-student UA community members will incur a charge and will have less priority than student requests.

Poster printing is completed on a first-come first-served basis via requests the MakerStudio receives from the website request form. **All submissions MUST be made via the website request form**. Failure to fully complete the form with all required information will result in delays. These delays may result in failure to receive your poster on-time. Please be diligent in providing all required submission information.

The MakerStudio requires submissions for poster prints to be submitted a minimum of 3 business days in advance of date of need. If your poster has a hard deadline, we cannot guarantee that the poster can be printed to meet your deadline if you do not submit at least 3 business days in advance.

To check the status of a poster request, please email us ([3dprinting@uakron.edu](mailto:3dprinting@uakron.edu)) or stop by the MakerStudio in Bierce Library.

## Poster Print Guidelines and Restrictions

- **Academic prints ONLY:** This includes class assignments, design projects, conference or presentations materials, and active research projects. Posters for student organizations are also acceptable pending content meets criteria set out below.
- **Timeframe for submissions:** All submissions must be submitted 3 business days before due-date to guarantee the request can be completed on time. Any submissions that do not adhere to this timeframe may not be completed in time.
- **Submission information:** All submissions must provide the course name and number or student organization name, course instructor or faculty advisor associated with the project/group, and ALL other project information asked on the submission form such as the overall dimensions in inches (length by width).
- **Poster Sizing and Formatting:** All posters must be appropriately formatted and sized by the requester. Failure to format or size your submission appropriately

may result in a poster that does not meet your needs. Please be very careful and review your poster for errors, typos, etc. Any poster submitted and printed with errors will still count towards your per semester limit. Please also be aware that the use of low quality images may print in poor quality especially when scaling up in size. With no exceptions, any poster that is printed with defects, errors, incorrect sizing, etc. that is not the fault of MakerStudio staff will count towards the per semester limit.

- **Size Limitations:** Our poster printer is 36 inches wide therefore either the length or width of submissions are limited to 36 inches. Submissions are limited to a maximum size of 36 inches by 48 inches. Posters cannot exceed 48 inches long.
- **File guidelines:** We only accept submission of files that are in the .pdf format. The pdf should contain ONLY your poster / print submission.
- **Service limits:**
  - Students may print up to 2 poster per semester free of charge.
  - Student organizations may print up to 2 posters per semester free of charge.
  - We do not accept any form of payment from students to pay for additional prints past the per semester limit.
- **Cost for non-student UA community members:** Poster printing will be billed at a cost of \$10/per linear foot. Payment can only be facilitated via departmental budget transfer. Please contact Sean Kennedy ([skennedy@uakron.edu](mailto:skennedy@uakron.edu)) before submitting your poster request.

## Poster Submission Procedures & Reminders

- Make sure you answer all of the fields within the submission form.
- All information must be included during submission. If any additional information is needed, a member of the MakerStudio team will email you about the submission. Requests missing significant information will not be started until details can be worked out. Failure to fully complete the submission form will likely cause delays in completing your submission!
- Do not forget to format your poster as a .pdf AND attach it to the submission form.
- It is important to remember there is a queue and submission completion times depend on the amount of submissions in our queue.
- You will be notified via email when your poster is ready for pick up.
- Completed posters are available for pickup in the MakerStudio located on the ground floor of Bierce Library.
- You MUST present your Zip Card to pick up your poster.
- Posters that are not picked up within 3 weeks of notification for pickup, will be recycled. These posters will still count towards your semester limit.

## Terms of Use

The MakerStudio will not print posters that may result in legal action against the University, its employees, and/or students. The MakerStudio poster printer may be used only for lawful purposes. **University of Akron MakerStudio staff reserve the right to refuse or deny any poster print request for any reason.**

The MakerStudio's poster printer may be used only for lawful purposes and may not be used to create posters that are:

1. Prohibited by local, state or federal law
2. Unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others
3. Obscene or otherwise inappropriate for the library and/or university environment
4. Pornographic
5. In violation of another's intellectual property rights. For example, reproduction of materials subject to copyright, patent or trademark protection
6. Intended for any use other than academic (e.g., entertainment, commercial, etc.)
7. Likely to fail, print incorrectly, or cause damage to our equipment.

Per University of Akron policies, any print request we determine to be intended for harm will be reported to judicial affairs. If you have any questions regarding whether your request may breach this policy, please contact us. Bierce Library is not responsible for any damage, loss, or security of data arising from the use of its computer or networks, nor for the functionality or quality of content produced on our equipment.

All submissions are subject to approval based on scheduling and availability. There may be times that the printer is malfunctioning, being repaired, or is being used for an event or a specific course. During such times, the poster printing service may be unavailable for use and there will be a delay in approving submissions and printing posters. An attempt will be made to notify the UA community via the MakerStudio website if any significant lapses in printing time are expected.

## **IP & Copyright Policy**

Those utilizing the library's poster printing service must do so for lawful purposes. Users must abide by all applicable laws and policies as stated above, while respecting the health and safety of the University community. Computers and the Library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files.

## **NOTICE WARNING CONCERNING COPYRIGHT AND OTHER LEGAL RESTRICTIONS**

Copyright law under Title 17 of the United States Code, patent law under Title 35 of the United States Code, and other intellectual property laws of the United States may govern the making of photocopies or other reproductions of content. Under 17 U.S.C. § 108(f)(2) the provision of unsupervised photocopy or reproducing equipment for use by

patrons does not excuse the person who uses the reproduction equipment from liability for copyright infringement for any such act, or for any later use of such copy or phonorecord, if it exceeds fair use as provided by 17 U.S.C. § 107. Nor does it excuse the person who uses the reproducing equipment from liability for patent, tort or other laws.

This institution reserves the right to refuse to make available or provide access to photocopy or other reproducing equipment if, in its judgment, use of such equipment would involve violation of copyright, patent or other laws. By submitting content or objects, the customer agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials.