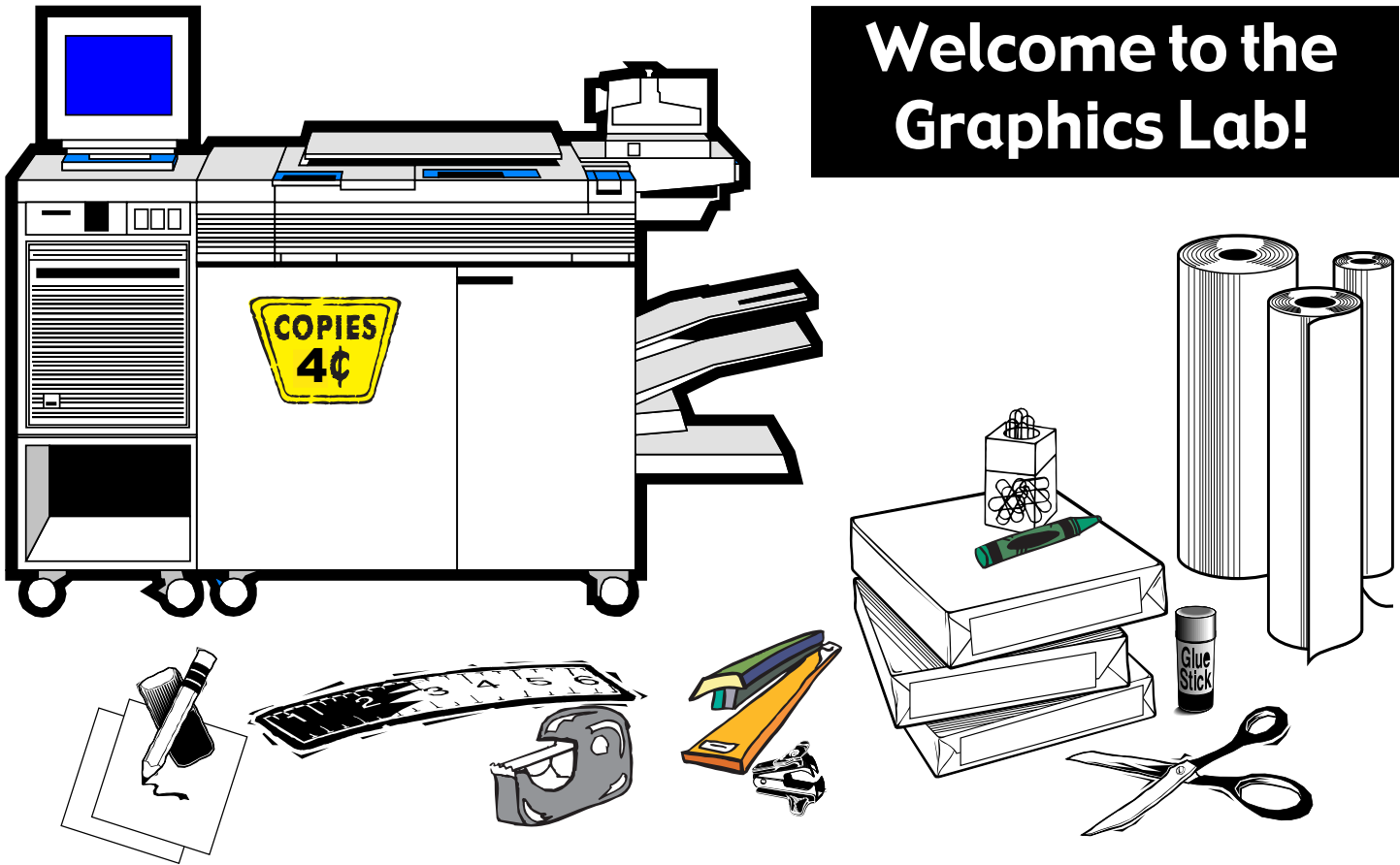


**Welcome to the
Graphics Lab!**



GRAPHICS LAB HOURS

Monday, Tuesday, Wednesday, Friday from 8:30 a.m. - 5:00 p.m.

The Graphics Lab is CLOSED from approximately 12:00 - 1:00 p.m. for lunch.

Thursday from 10:00 a.m. - 6:30 p.m.

The Graphics Lab is CLOSED from approximately 12:30 - 1:30 p.m. for lunch.

Graphics Specialist: CAROL THEISEN

Appointments may be made to ensure availability of equipment and are encouraged for copy machines. Appointments may also be made for consultations with the Graphics Specialist.

GRAPHICS LAB LOCATION

Room 23 in the Administrative Services Center (Ten Eyck Building)
18700 Audette, Dearborn, Michigan 48124

PHONE: (313) 827-3063

E-mail: theisec@dearborn.k12.mi.us

(Occasionally, the Lab may be "Closed" due to illness. Call Media Services for info: 827-3075)

Available Equipment

**There is no charge for use of this equipment if you bring your own supplies:*

Badgemaker*/Circle cutter* - 2-1/4" and 3"

- Electric & Manual machines

Cassette Tape Duplicator*

Cerlox Punch & Binders* - Plastic binding

- Electric Punch & Binder (2) + Manual Binder

Color Copier & Heat Press

(For making t-shirts, mousepads & plaques)

Copy Machines

Drill Press* - Drills standard hole punch holes through stacks of paper

Dry Mount Press* - For attaching posters to foamboard

Die Cutters (5)*

Electric Paper Cutter* - Cuts through stacks of paper & bindings off of books

Grommet Setting Machine

Kroy Lettering Machine

Laminator (2) - 25" wide roll

Leteron Lettering Machine

Macintosh Computers*, Laserwriters

(Black & Color), Scanner*

& HP Photosmart

Mat Cutter* (We do not carry matboard - bring your own!)

Paper Cutters* - cuts through stacks of paper

Paper Jogger* - straightens out crooked piles

PosterPrinter Plus - makes single color posters

Staplers - heavy duty, long neck, saddle, electric

Available Supplies

Incidental items (staples, markers, glue, etc.) are provided for free. These supplies available for a nominal cost:

Paper of various grades and colors

Various types of board - including Foamboard

Special material for the diecutter:

Sponge paper, static cling vinyl, poly foam, metallics, visor elastic, etc.

Cerlox binding

T-shirts, mousepads & coasters

Padding compound - (free!)

Dearborn Schools metallic stickers

Paper fasteners & grommets

ClipArt files and other copyright-free designs to make copies from

Guidelines for Use of the Graphics Lab

The primary purpose for the existence of the Dearborn Schools' Graphics Lab is to provide graphic services for the instructional programs in the Dearborn Public School District.

The operating philosophy is one of "self-help". The Graphics Specialist is employed to assist Lab customers with producing classroom related material and to maintain equipment and inventories.

Because school-related groups (such as the P.T.A. and parent classroom helpers) contribute to and support the instructional program, such groups are also entitled to use the services of the Graphics Lab when they are producing material directly related to the school program.

Other groups and individuals are not entitled to use the services of the Graphics Lab except in instances when they are working cooperatively with Dearborn Schools to produce material to enhance the educational program.

NOTE: Graphics Lab services may not be used to produce materials for religious instruction or for profit-making situations. It may, however, be used for fundraising activities for schools and school related extra-curricular groups.

The following groups are generally **NOT** entitled to use the services of the Graphics Lab:

1. Private individuals
2. Private preschools, nurseries, or other childcare organizations
3. Service clubs and civic associations
4. Political organizations, candidates or their representatives.
5. Businesses or any "for profit" ventures.

If you have any questions regarding the interpretation of these guidelines, please call.