Photography Dept. Service Bureau

During the Fall 2020 semester the photography department will be operating in a service bureau capacity for nearly all printing and all film processing. This is subject to change depending on conditions.

Printing Tiers:
1. Tier 1: any combination of 15 ft x 44 in wide prints with material limited to- Epson Luster, Epson Glossy and Epson Matte. Special request for material can be made in Tier 1 but no guarantee of possibilities
2. Tier 2: any combination of 10 ft x 44 in wide prints with material limited to- Epson Luster, Epson Glossy and Epson Matte. Special request for material can be made in Tier 1 but no guarantee of possibilities
3. Tier 3: Students will have the ability to print 15 prints at 8 x 10 or 6 prints at 11 x 14 or 3 prints at 16 x 20. Material limited to- Epson Luster, Epson Glossy and Epson Matte

Film Process:
1. All MFA, BFA, IDEA 410 and students in ART 362 will have access to film processing services. This includes, C-41 35mm film, C-41 medium format fill, Black and White 35mm film and Black and White medium format film.

Access:
The following classes have the following levels of access and quantities.
1. MFA Students: Access to Grad lab (pending orientation) Tier 1 printing
2. BFA Thesis Students: Access to Grad lab M-TH 7-7(pending orientation) Tier 1 printing
3. ART 362 students: in class access to Darkroom or when Space is open, Tier 2 printing
4. ART 260 students: Access to Computer lab when space is open, Tier 2 printing
5. ART 160 students: Access to Computer lab when space is open, Tier 3 printing
6. IDEA 410 Students: Access to Computer lab when space is open, Tier 2 printing
7. IDEA 110 Students: Access to Computer lab when space is open, Tier 3 printing
8. All other accommodations will be made on a class by class or student by student basis.

Placing Request:

Student identified as having access to the photo dept. service bureau options will make the request in the following manner:

Digital Printing Submission:
1. Submit an email request for prints to cmarki1@uic.edu Title: **Photo Service Bureau Reques**t, with the following information-
   - Name
   - Course
   - List of images submitted to Box account(title file: LastNameImageTitle.filetype)
   - Size and resolution of each image
   - Material to be printed on

- ● Special instructions
2. After submitting email for request upload images in this UIC Box account(https://uofi.box.com/s/nshocfllzevh2ekgzc5xdstuoa1rd0lv) with the following steps-
    - ● Students should title files: LastNameImageTitle.filetype(ex. MarkinSkyProject1.jpeg)
    - ● Each file should be fully edited and resized to proper H/W/Resolution
    - ● Each files name and size should correlate to the submission request
3. Confirmation email will be sent once all files have been uploaded. Additional questions also accompany this confirmation email as well as an expected turnaround time. Plan for a minimum week for execution of prints.

Film Processing Submission:
1. Submit an email request for prints to cmarki1@uic.edu Title: **Photo Service Bureau Reques**t, with the following information-
    - ● Name
    - ● Course
    - ● List of Film being dropped off (speed, type, name)
    - ● Special instructions
2. Confirmation email will be sent with instructions for film drop off. This will most likely be in the shared check out office in 3206 with a set time and date. However, other accommodations might be made depending on various factors.

Picking Up Prints and Film:
As the semester progresses a more streamlined process will be put in place once a flow to how this will all function and works is developed. However, the starting point will be to come and pick up your work in the AEH building from the shared checkout office located in 3206. A pick up time and date will be communicated to you and we will work with you on that timing.

Any questions or concerns can be directed to Chris Markin at Cmarki1@uic.edu

Note that email will be the primary form of communication, so it is imperative that students be checking email regularly for updates, information and questions.