

The Ohio State University Medical Center  
Dorothy M. Davis Heart and Lung Research Institute

**Shared Equipment Poster Printer  
Policy and Procedure**

This document outlines policies and procedures related to the shared poster printer currently located within the Dorothy M. Davis Heart and Lung Research Institute (DHLRI). The DHLRI is committed to providing shared equipment to all members and their staff to allow for maximum utilization of financial resources.

**Overall Responsibility**

Responsibility for the shared poster printer resides with the DHLRI Core Operations Committee and the DHLRI Shared Equipment Subcommittee.

**Policy**

The following policy statements governing the shared poster printer in the DHLRI are consistent with the DHLRI Shared Equipment Subcommittee mission. The shared poster printer is governed by the following:

- The poster printer is property of the Dorothy M. Davis Heart and Lung Research Institute and The Ohio State University College of Medicine/Office of Health Sciences.
- The poster printer will be maintained by the office of the Administrative Director.
- Only those authorized by the office of the Administrative Director will be allowed to print posters. All others will need to submit their posters for printing.
- Poster printing services are available to DHLRI members and their lab staff.
- The DHLRI Core Operations Committee and the DHLRI Shared Equipment Subcommittee reserve to the right to revise policies and fees in the future.

**Pricing**

The DHLRI shared poster printer operates as a cost recovery operation with fees approved by the Shared Equipment Subcommittee and the University.

<b>Service</b>	<b>Rate</b>	<b>Unit</b>
Poster Printing		
(includes color proof)		
3 day turnaround (Standard)	\$3	Square foot
2 day turnaround	\$4	Square foot
Same day turnaround	\$6	Square foot

## **Billing of Services Performed**

All services will be billed on a monthly basis through the DHLRI Business Office. 100W's are required at time of service. Records will be maintained through the office of the Administrative Director, who will maintain the following information on all poster printer requests:

1. Name of DHLRI Member/User
2. Date of poster request
3. Date of conference/event
4. Size of poster (typical sizes are 4' x 4' or 3' x 5')
5. Number of posters requested
6. 100W #

## **Poster Printing Procedure**

1. Submit your file(s) on a disk (CD) to Colette Tornik in 110 DHLRI. The preferred file format is PowerPoint or Acrobat (PDF).
2. If requested, a proof of your poster will be printed at a reduced size. The first proof is free; all subsequent proofs are \$5 each.
3. Once proof is approved, the full size (typical sizes are 4'x 4' or 3' x 5') will be printed.
4. Please bring a signed 100W with you at time of requested service.

## **Reporting of Utilization**

The Administrative Director will be responsible for producing reports to the DHLRI Shared Equipment Subcommittee and the DHLRI Core Operations Committee on utilization.

Please direct any questions or comments regarding this policy to the Administrative Director at 247-7098.