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General information

Welcome to the Boylan Hall Digital Art labs. The digital art labs are intended to facilitate and support faculty and students who are currently enrolled in classes that take place in and or utilize the labs. Both labs are equipped with Apple computers running the latest stable versions of OSX and other software tools relevant to art and design practices. Below is a breakdown of the equipment to be found in labs 5102, 5207, and 5201.

Who can use the labs?

1. Currently enrolled students taking classes in the labs.
2. Currently enrolled MFA (in visual arts) and PIMA students.
3. Currently enrolled Art students with special permission to use the labs from their current professor.

*If you do not fall within the criteria above you will be asked to leave the labs.

What’s in the labs?

LAB 5102

19 IMAC computers.
1 HP5200 B&W laserjet printer.
1 Xerox Phaser 7800N color laser printer.
1 Epson Perfection V700 scanner (located at the teaching station).
1 Epson Perfection Scanner V550 (located at the rear corner of the lab).
1 teaching station with projector and PA system.

LAB 5207

16 MAC Pro computers.
1 HP521 B&W laser printer.
1 teaching station with projector and PA system.
2 fluorescent light banks (with dimmers) for staging scenes.
1 Epson Perfection V600 scanner (located at the teaching station).

LAB 5201 / Graduate Lab

2 MAC Pro computers.
1 EPSON SureColor P-400 color printer.
1 HP Designjet T520 color printer
1 EPSON USB powered scanner.
1 MakerBot Replicator Single extrusion 3d printer.
1 SeeMeCNC Orion Delta 3d printer.
1 Formlabs Form 1+ 3d printer.

**Lab hours and schedule**

Each semester both class and lab schedules are posted on the lab doors. The labs are open for students to work in during the times when no classes are scheduled. The labs are strictly designated for students who are currently enrolled in classes that take place in the digital art labs, MFA (in visual arts) students, and PIMA students. The labs are closed when the management staff which include lab technicians, professors, and work-study students are not on duty. General lab hours are from 10:00am to 6:00pm Monday through Thursday, and 10:00am to 3:00pm on Fridays.

Example of a lab schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM 9:30</td>
<td>Art 2811 - Prof. Cheng</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
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<tr>
<td>AM 10:00</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
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<tr>
<td>AM 10:30</td>
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<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
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<tr>
<td>AM 11:00</td>
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<td>LAB OPENS</td>
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<tr>
<td>AM 11:30</td>
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<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
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<tr>
<td>PM 12:00</td>
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<td>LAB OPENS</td>
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<td>LAB OPENS</td>
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<tr>
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<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
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<tr>
<td>PM 1:00</td>
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<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
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<tr>
<td>PM 1:30</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
</tr>
<tr>
<td>PM 2:15</td>
<td>Art 2811 - Prof. Cheng</td>
<td>Art 2723 - Prof. Schwab</td>
<td>Art 2811 Prof.</td>
<td>LAB CLOSES</td>
<td>LAB CLOSES</td>
</tr>
<tr>
<td>PM 2:30</td>
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<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
</tr>
<tr>
<td>PM 3:00</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
</tr>
<tr>
<td>PM 3:30</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
</tr>
<tr>
<td>PM 4:00</td>
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<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
</tr>
<tr>
<td>PM 4:30</td>
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<td>LAB OPENS</td>
<td>LAB OPENS</td>
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<td>LAB OPENS</td>
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<tr>
<td>PM 5:30</td>
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<td>LAB OPENS</td>
<td>LAB OPENS</td>
<td>LAB OPENS</td>
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<td>LAB Closes</td>
<td>Art 3812 Prof.</td>
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</tr>
<tr>
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<td>LAB Closes</td>
</tr>
<tr>
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<td>LAB Closes</td>
<td>LAB Closes</td>
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<tr>
<td>PM 8:30</td>
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<td>LAB Closes</td>
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<tr>
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<td>LAB Closes</td>
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<tr>
<td>PM 9:30</td>
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<td>LAB Closes</td>
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</tbody>
</table>

*The labs are closed during the Summer unless Summer classes are being taught in the labs.*
Lab Rules and Policies

1. **Do not take anything out of the labs that belongs there without authorization;** such an action will be considered theft and will be treated as such.

2. No food or drinks are allowed in the labs. Only drinks with a closed top are permitted.

3. Printing that is not related to courses taught in the digital labs is prohibited. Never print manuals or large documents that are over 20 pages. Use the library if you need to print something unrelated to courses taught in the lab.

4. Please be courteous and keep cells phones on silent / vibrate mode and make phone calls outside of the lab.

5. If you’re working with audio or listening to music please use headphones.

6. Please backup your data frequently - all data is subject to deletion with no exception at the end of each semester or in the event a computer needs to be reformatted/replaced.

7. Do not leave litter in the labs - recycle your paper in the blue waste bins and other trash in the black bins near the doors.

8. Students are not allowed to do lab work during classes that are taking place in the labs.

9. Do not touch the computer screens or the glass of the scanners - the natural oils of your skin leave marks that are difficult to remove.

10. Do not move or reconfigure the computers/equipment in the labs.

11. Never install or uninstall software from the lab computers. If you need a program installed on a lab computer please consult with the lab director.

12. Do not use the lab phones except in the case of an emergency.

13. Do not tamper with the printers in the labs, if they are not working - please contact the lab director or inform your professor.

Printing policy
The labs have the following printers:

**Xerox Phaser 7800N** color laser printer  
**HP 5200** black & white  
**HP 521** black & white  
**Epson Sure Color P400** color inkjet printer

**MakerBot Replicator Gen 5** 1.75mm PLA filament  
**SeeMeCNC Orion Delta 3d printer** 1.75mm filament printer  
**Form 1+** resin based 3d printer

Printing in the labs is strictly reserved for students currently enrolled in classes that take place in the labs and pay a laboratory fee. Printing that is not related to the courses taught in the digital art labs is prohibited. Never print manuals or large documents that are over 20 pages. If you need to print something unrelated to courses taught in the labs then we advise you to use the campus library or the W.E.B. building where you are given a stipend for printing.

*Graduate reviews - Each semester MFA students are required to have anywhere between 15-20 printed artists statements for their review. We advise the MFA students to use the library instead of putting unnecessary stress on the printers located in the digital art labs. Please prepare ahead and ensure your artist statement is finished before printing.

Printing costs the Art Department money, time, and resources. The more unnecessary use the printers receive the probability of a problem developing is more likely to occur. Classes in the labs rely on the printers heavily to facilitate their curriculum, if they are not working this affects the quality of instruction in the classroom.

Please be responsible and only print content that's related to classes in the digital art labs.
SeeMeCNC Orion Delta 3d printer.

*When printing on the color laser printer please only use a 24-28lb. bond paper manufactured for color laser printing that is provided by the lab. Using a lighter weight paper for color printing may cause a
jam in the printer and in some instances a service call will have to be made to repair the printer.

*If a printer jams please tell the lab director or a professor. In some cases if a jam cannot be cleared a maintenance call will have to be place. Please do not try to un-jam the printer yourself.

**Equipment checkout**

Equipment checkout is available for students who are currently enrolled in the following programs and courses:

**Digital Art classes**
**PIMA program**
**MFA (in visual arts) program**

With no exceptions, equipment will not be leased out to students who are not enrolled within the aforementioned credentials. The maximum lease period for equipment checkout is **2 days**. Excluding MFA (in visual arts) and PIMA students, equipment is not leased out to students when there are no classes taking place in the labs.

There are **two** methods in which you can view and checkout available equipment:

**METHOD 1.** The equipment inventory and checkout requests can be made online on the Brooklyn College WebCentral Portal:

1. Login into your *Brooklyn College WebCentral Portal* account.
2. Click on the eServices tab at the left of the page
3. Scroll down to find *Equipment Reservation System*.
4. Click on *Reserve Equipment*.
5. Once the equipment reservation page opens click on *Art* under the departmental listing.
6. Once on the Equipment Reservation page you will need to select the *To* and *From* dates you plan on leasing out equipment.
7. Below the lease dates you will be given an inventory of the equipment available during your reservation dates. Check in the items you will need.
8. After checking the items select the course you are checking out equipment for, alternatively you can fill in the *Event / Reason* box detailing why you are checking out the equipment.
9. Submit your equipment request and wait for the reservation approval via e-mail. (approval emails will be sent to the e-mail address you provided in your personal information tab on the *Brooklyn College WebCentral Portal*).
10. Pick up reserved equipment at Boylan 5203/5205 and sign the liability waiver.
METHOD 2. When checking out equipment from the Digital Art Labs in person you will need the following credentials:

1. A Brooklyn College ID / EMPL-ID #
2. An e-mail address (BC email or personal, preferably one that you check)
3. A phone number in case you need to be contacted.

*The equipment list is posted outside of 5203B and is also available via Brooklyn College WebCentral Portal.

*Students checking out equipment are responsible for the return of all leased items, these items will be tested to ensure they are in working condition once returned. If a piece of equipment is lost or damaged the student that checked out the equipment is responsible for the replacement and/or repairs made to the item.

Problems

If you experience any technical issues while working in the labs please contact the lab director, a professor, or a work study student working in the labs.

Work Study

A Digital Lab Assistant position is open each semester for a student awarded with a Federal Work Study grant. The Digital Lab assistant will support lab operations that include technical support, equipment checkout, software installation, lab monitoring, and other related support when the lab director is unavailable.

Missing items

If you believe you lost a personal belonging in the labs please contact the lab director or a professor to check the lost and found.

Contacts

Mitch Patrick / Lab Director- mpatrick@brooklyn.cuny.edu
Ronaldo Kiel / Professor - rkiel@brooklyn.cuny.edu
Jennifer McCoy / Professor - jmccoy@brooklyn.cuny.edu
Campus Security / Emergencies - 718-951-5444

*Incase of a fire there are fire extinguishers located near the doors in both labs.
Software installed on public-campus computers at Brooklyn College
Please follow the link to see where specific pieces of software are installed on public computers across campus. These computers can be used as alternatives if the Digital Art Labs are closed or if there are classes taking place in the labs.

http://library.brooklyn.cuny.edu/resources/?view=public_software

Creative Resources

Local printing services in Brooklyn & Manhattan:

SaveMor digital printing
87 3rd Ave
New York, NY 11217

Far Better Printing & Copy Center
43 Hillel Pl
New York, NY 11210
(718) 859-3137

Flatbush Copy Center Inc.
1570 Flatbush Ave
Brooklyn, NY 11210
(718) 434-3643

Vertex Printing Inc.
626 Broadway
Brooklyn, NY 11206
(718) 302-3980

PRINTUTOPIA
610 5th Ave
BROOKLYN, NY 11215
(718) 788-1545

Japan Printing & Graphics, Inc.
160 Broadway
New York, 10038
(212) 406-2905

Print Facility Inc.
225 Broadway #300
New York, NY 10007
(212) 406-5880
Bestype Imaging
285 W Broadway
New York, NY 10013
(212) 966-6886

Digital Fabrication Services:

BASEHEIGHT, INC.
48-50 30th St Long Island City, NY 11101
(646) 481-6253
baseheight.com

Shapeways
419 Park Ave S
New York, NY 10016
shapeways.com

Free content websites:
freesound.org - audio resources.
1001fonts.com - typefaces.
dafont.com - typefaces.
unrestrictedstock.com - royalty free stock images.
cgtextures.com - textures for 3d modeling.
thingiverse.com - 3d model to 3d print sharing.
keepvid.com - convert youtube videos for download.

Free open-source software:
Blender.org - 3d modeling software.
pixologic.com/sculptris/ - 3d modeling.
Gimp.org - Digital imaging software (a free alternative to Photoshop).
Fonstruct.com - online typeface design software.
Fontforge - Type design software.
Processing.com - Processing compiler Java based creative programming language.
Arduino.com - opensource electronics compiler (Java) for various electronic microcontrollers.
Handbrake.fr - for converting video from nearly any format to a widely supported codec.
Audacity.sourceforge.net - Free audio recording and editing software.
Codeacademy.com - Free programming training: Java, Python, Ruby, HTML/CSS, PHP, etc.

Supplemental online training:
http://www.lynda.com/academic - student pricing and public library card holders access is available.