

## Services: Graphic Design, Printing, and Bindery

- Our department has a full-time graphic designer available to help with typesetting and design projects. If you have a need for these services, call Mary King at 2200 to set up an appointment. There is no charge for her services unless it is for level 2 or 3 jobs, such as an extra curricular event.
- If you are no longer printing your newsletter, but just post one on your website, we can still do the design and supply a PDF for you.
- We have three digital high-speed copiers which are equipped to provide printing, collating, stapling, and glue binding all in once process.
- We also have a color copier available. The cost per color printed side (8.5x11 or 11x17) is only 10¢ plus the cost of paper.
- We have a large format printer, which allows us to print a variety of poster sizes and banners.
- We can print all sizes of envelopes for mailings, fundraisers, take-home folders, etc.
- Glue binds provide a longer-lasting alternative to staples, and stand up well to student use. Glue bound books come in 8.5x11 size only. The minimum number of sheets necessary for glue bind is 10; maximum number of sheets is 300. (Glue binding is part of a complete process, which includes printing, collating and binding; we cannot glue bind pre-printed pages.)
- Coil binding is a second alternative to staples. We can coil bind a variety of paper sizes up to 14in long. Standard 12 inch coils cost 44¢ each.
- We offer full color seasonal music program covers for fall, winter, holiday and spring concerts. The choices will be sent to music directors prior to each season-we can always custom design a cover too!
- Our department has a full-time bindery operator to assist with your bindery needs. Bindery includes collating, stapling, cutting, three-hole punching, laminating, folding, padding, etc. We do not charge for our labor for these services.
- Laminating is available at 30¢ a foot. The maximum size, which will fit in our laminator, is 24".
- We often have free scratch pads and odds and ends scrap paper, which you might find useful. Check with us and we can send them to your building.