MCAD's buildings are open to current Jerome and McKnight Foundation Fellows daily from 9:00 a.m. to midnight. You will be required to present a valid ID at the security desk during outside of regular building hours (see below).

During the academic school year, the 3D Shop and Printshop/Papermaking Studio are available only before 1:00 p.m. or after 6:00 p.m. Monday–Friday as they are used for classes. For most areas, a brief orientation is required. Many of these areas are also closed between semesters. For 2024-25 this includes early-mid August (post-summer clean-up); mid-December-mid-January (winter break); mid-May-early-June (pre-summer clean-up).

Before using any facilities or submitting a proposal to an area director, you will need to set up a username, password, and ID card. Please schedule an appointment to start this process and discuss your projects with Keisha Williams, Program Director, at 612.874.3667 or Melanie Pankau, Fellowship Coordinator, at 612.874.3803.

3D Shop:
We need to make a plan with you to use the 3D shop and tools so that we can make space for you to use the facilities. To start this conversation, you will need to fill out this form explaining what you'd like to do, what tools you'll need, and to establish a timeline. Proposals must be formatted for self-directed usage. No new processes or learning targets will be supported by shop staff. Please answer the following questions and we will email you to make a plan from there. As always, if you have any questions or concerns, reach out to us by stopping by the shop or emailing 3dshop@mcad.edu.

Please note that we will need some turn-around time to process your proposal and make a plan with you. The more time you give us the better. Please fill out your proposal at least a week in advance of when you hope to use the shop.

- The CNC and foundry will not be available for Jerome and McKnight Fellows use.
- 3D Printing and Laser Cutting will be in a Service Bureau format. Shop staff are not responsible for software training. Shop staff reserve the right to deny files if they are not properly formatted. Please see our website for proper formatting.

● Other tools, processes and spaces may not be available at certain times to accommodate classes in session. Degree seeking students have priority on shop resources.

● Access is only for Jerome and McKnight fellows. Outside fabricators will not be allowed use of the space or equipment.

Return your proposal by emailing it to 3Dshop@mcad.edu

*Open access shop time is:
Monday–Friday 8:00 a.m.–1:00 p.m.
Monday–Thursday 6:00–9:00 p.m.
Saturday and Sunday noon–5:00 p.m.
* During 1:00–6:00 p.m., Monday–Friday, classes are in session and Jerome and McKnight fellows will be asked to leave.

Location:
Main Building, First Floor, Room 125

Contact:
Don Myhre, Director
dmyhre@mcad.edu
mcad_3d_shop@mcad.edu
Shop phone: 612.874.3642

Continuing Education:
Fellows can sign up for one Continuing Education course (per semester) over the fellowship year for ½ off tuition. Fellows will be responsible for paying any required materials or facilities fees in addition to the reduced tuition. To register, call the Continuing Education office or stop by to register in person.

Overview of Continuing Education resources:
intranet.mcad.edu/department/continuing-education

For most updated course offerings go to:
intranet.mcad.edu/department/continuing-education

Contact:
Lara Roy, Assistant VP, Continuing Education and Professional Studies
Morrison Building, Office M105
continuing_education@mcad.edu
General phone: 612.874.3765

Service Bureau and Digital Print Lab:
Color laser prints, small and wide format inkjet printing, Riso prints, book binding, scanning, trimming and cutting, vinyl and paper cutting, and more! All services and resources are available to Fellows though keep in mind academic and student work always takes priority when necessary.

● To access the SB and DPL services and resources you will first need to get an MCAD Login and PaperCut account by meeting with the Help Desk.
● Before submitting any orders or using the Digital Print Lab please make an appointment with one of our full-time staff to discuss your needs and get a brief overview of our services and facilities.

Overview of Service Bureau resources and hours:
intranet.mcad.edu/department/service-bureau

Papercut account setup (MCAD ID is necessary):
intranet.mcad.edu/kb/how-access-your-mcad-papercut-account

For full service orders: You must fill out one of these forms, email the form and your files to sbureau@mcad.edu. Pay attention to our turnaround times.

ORDER FORMS
Banner Print Order form
Book Binding Order Form
Epson Print Order Form
ImagePress Order Form
Photocopier Order form
Plotwave Order Form
Risograph Order Form
Vinyl and Paper Cutting Order Form

Location:
Main Building, Second Floor, Room 220 (SB) and 231 (DPL)

Contact:
Tyler Page, Director of Print Technology Services
612.874.3783, office 223
tpage@mcad.edu

service_bureau@mcad.edu
Service Bureau phone 612.874.3786

Computer Labs:
Access to computer workstations with Adobe Suite, Microsoft Office, etc., public scanners, and self-serve public laser printers.

- To access computer labs (Main building and Library) you will first need to get an MCAD Login by meeting with the Help Desk.

Library:
- Books, magazines, videos, Artstor image library, picture files & more.
- Barcode is on your MCAD ID; you have two-week checkout and one-week renewal privileges.
- Can use MCAD login and password for computer use. Can access library databases off campus.
- Copying in the Library is through a PaperCut account.

Overview of Library resources:
intranet.mcad.edu/library

Location:
Liberal Arts and Library Building, First Floor (across from the Art Cellar)

Contact:
Amy Naughton Becker, Director
612.874.3799
anaughton@mcad.edu
library@mcad.edu
Library phone: 612.874.3791

Media Center:
- Access to any equipment or facilities must be approved beforehand by the Media Technology Services Director or Media Circulation Coordinator via proposal.
- Please allow a minimum of three business days to review all proposals.
- Access is limited to specific Open or General Access (non-restricted) equipment, the 335 and 345 black and grey studios, and the black & white darkrooms. No other equipment or facilities are available by proposal access at this time.

Overview of Media Center resources:
intranet.mcad.edu/department/media-center-av-support

Personal proposal form:
intranet.mcad.edu/media-center-personal-proposal
(note that an MCAD login is required for access to the proposal form)

Location:
Main Building, Third Floor, Room 309
Contact:
Kyle Willams, Media Center Manager
kwilliams445@mcad.edu
Media Center front window phone: 612.874.3672

Printshop and Papermaking Studio
● Before beginning any project, you must submit a Personal Proposal and the Printshop or Paper Studio Rules and meet in person with Diana Eicher, Director of the Printshop and Paper Studios or Charlie Douglas, Printshop Technician. At this meeting, the materials that the fellow wants to use, the type of project, size, storage needs, etc. will be discussed.
● All Fellows need to have previous experience with the medium they wish to use, no new techniques are allowed since the Printshop and Paper Studio do not have the staff to be able to teach fellows a new process.
● Fellows may request a flat file and locker in the Printshop and a flat file in the Paper Studio.
● For any concerns that a Fellow might have, please email the Printshop and Paper Studio Director and copy the Program Coordinator as well.
● Please note that due to the fact that MCAD is an art college, students have first priority to the Papermaking and Printmaking Studios. The Papermaking and Printmaking Studios are staffed by work study students who restock and clean up the studios, but each student who uses the studios is responsible for cleaning up individually after themselves. Most often this does happen, but sometimes students do not clean up after they are done, and the Fellow needs to be aware of this.
● For very precise or detail oriented projects Fellows need to consider they will be sharing studios with students. The needs of the Fellow and the students might not always overlap perfectly since it is a shared space and MCAD students have first priority.
● Outside contractors not permitted.
● Hours are limited. There is no access during Degree or Continuing Education classes. The Printshop and Paper Studios are closed to Fellows over the Dec/Jan, May, and August breaks with no access or if the PPB Studios are closed for any other reason.
● The Printshop and Paper Studios are open to McKnight and Jerome Fellows, during the summer, Monday–Friday, 9:00 a.m.–5:00 p.m., and limited hours during

the fall and spring semesters, when classes are not in session, and when the studios are not busy with students working.

Overview of Printshop resources, safety videos, FAQs:
intranet.mcad.edu/department/printshop

Printshop & Paper Studio Access policy:
intranet.mcad.edu/sites/default/files/docs/mcad_printshop_and_paper_studio_access_policies.pdf

Printshop Personal proposal form:
intranet.mcad.edu/sites/default/files/docs/20240307-mcad_printshop_personal_proposal.pdf

Overview of Paper Studio resources, safety video, etc.
intranet.mcad.edu/department/papermaking-studio

Director and Assistant's Office Location:
Main Building, Printshop, Room 415, inside the Printshop to the right

Contact:
Diana Eicher, Director
612.874.3643
deicher@mcad.edu

Charlie Douglas, Printshop Technician
cdouglas@mcad.edu

Campus Safety:
- Sign in with them if you are in the building after regular hours.

Location:
Main Building, First Floor
612.874.3759
campus_safety@mcad.edu

Regular building hours (doors open):
Monday–Friday, 9:00 a.m.–7:00 p.m.
Saturday, 11:00 a.m.–4:00 p.m.