Print Shop & UniPrint - binding, design and printing services at the University

The LSC&M Cross Disciplinary Project Group: UniPrint, June 2015

The University of Aberdeen is a charity registered in Scotland, No SC013683

The University offers a range of services to its students and staff, and to corporate customers and the general public.

Where to go

All students: Print Shop
The first point of contact for students for any printing and binding related queries is the Print Shop on the Ground Floor of The Sir Duncan Rice Library. This is located in the north-west corner, behind the Welcome Desk and the wooden stairs leading downstairs to the Special Collections Centre. Services provided include printing and binding of theses. There are also a range of prints from the collections at Library, Special Collections & Museums available for purchase.

Staff and external customers: UniPrint
The University printing service, UniPrint, is based at 23 St Machar Drive. This site is where binding, reprographics and printing operations are carried out and where our design consultants have their offices.

Locations

The Print Shop
The Sir Duncan Rice Library
Bedford Road
ABERDEEN
AB24 3AA
Tel: 01224 272578
E-mail: printshop@abdn.ac.uk

UniPrint
23 St Machar Drive
ABERDEEN
AB24 3RY
Tel: 01224 272825
E-mail: uniprint@abdn.ac.uk

Opening hours
Monday to Friday: 8.30am to 4.30pm
Saturday/Sunday: Closed

Binding service
The Bindery is located within the UniPrint building at 23 St Machar Drive. Students should refer to the Print Shop; staff and external customers should also refer to the Print Shop in the first instance.

Standard service
This caters mainly for students wishing to bind their theses. The Print Shop offers an all-in-one service for thesis printing and copying. Printing commences at 6p per page for one page of A4. Full details of printing prices for various formats, including photo quality prints and colour photocopying, may be found at www.abdn.ac.uk/uniprint/theprintshop/printing-prices/.

University Regulation Hard Binding: maximum 420 pages, 4-working day turnaround, costs from £29.70. There are additional costs for slip cases, boxes, gold blocking and added lettering. The Print Shop has examples of all of the available binding styles for consultation.

Professional Binding Service
This caters for students, corporate clients and the general public. The service covers all aspects of the binders’ most technical work, from design and creation of bespoke bindings to conservation and restorative work. The Bindery may be contacted to discuss specific requirements via the UniPrint reception telephone number (as above) or e-mail bookbinders@abdn.ac.uk.

Design consultancy service
The design team at UniPrint offer the complete design-to-print service; from blank page to finished print job. The team can work with enquirers to produce a wide range of print materials from posters, flyers, calendars and programmes to CD covers and t-shirts. The design time provide a consultancy service aimed at assisting enquirers finding the best design solutions, including guidance on the most effective way to reach target audiences.
Contact
Students should go to the Print Shop for all design enquiries. Staff or external enquirers can contact the design team at UniPrint directly via telephone or email. Direct Tel: 01224 273578, direct e-mail: design@abdn.ac.uk.

Information for designers
- Aim to produce a written brief; this can be formatted as a set of bulleted points.
- Try to detail who the target audience is; consider what the key messages to convey are, and think about the overall style of the piece.
- Aim to have images ready: these should be 300dpi photographs in Jpeg, TIFF or EPS format.
- Write up any text in Word as paginated final copy and proof it carefully. Keep it simple, organised and clearly indicate the structure and the layout of all text; for example, indicate which sections of text should be placed on which page of a brochure.
- Select the preferred paper quality and finish.
- Know quantities of any printed copy.

Timing
Enquirers should tell the designers when they would like completion, but be realistic. Jobs such as posters and flyers usually take 1-2 weeks. Some jobs can take a lot longer. Remember to factor in time to proof the designs and to make changes as necessary. There will then be print and distribution time to consider.

Cost
Design jobs are priced on an individual quote by quote basis. It is essential to provide the designer with as much information as possible at the start of the job. This will enable them to create an accurate quotation, and save time and money in the long run.

Printing service
UniPrint offers a high-speed digital copying and printing service. This is available from files or hard copy, on a variety of different materials from standard paper to card, and in colour and black and white.

Scanning
A specialised scanning service is also available.

Large-format printing: posters
UniPrint can also produce full-size display posters for the University’s students and staff. This service too is available for external corporate clients and individuals. Examples of work produced may be seen listed at www.abdn.ac.uk/uniprint/design/portfolio.

Size
Posters can be created in a range of sizes from A4 to A0 and larger from a maximum width of 90cm.

Quality
Posters are printed on 120gsm coated paper. Matt or gloss photo paper is also available for special enlargements. Canvas printing is also available as an alternative to paper.

Price
Prices range to £38 for single A0 production. Lamination is available at an extra cost.

Contact
Students should in the first instance go to the Print Shop for all printing and poster production enquiries. Staff or external enquirers can contact Reprographics at UniPrint directly via telephone or email. Direct Tel: 01224 272594, direct e-mail: reprographics@abdn.ac.uk. Files should be submitted by e-mail to this address.

Prints
The Print Shop also has a range of prints available for sale. These are taken from exhibitions or from treasures in the University’s Special Collections Centre. These reproductions can be printed to order and can be collected from the Print Shop or posted to customers.

Please contact the Print Shop for further details.

The LSC&M Cross Disciplinary Project Group: UniPrint
Donna Duggan, John Easton, Louise Faustino, Keith O’Sullivan, Anna Shortland