



UC San Diego

Policy & Procedure Manual

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I&R SERVICES

Section: 130-1.2 SUPPLEMENT II-A

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SUPPLEMENT II-A

ILLUSTRATION AND COMPUTER GRAPHICS

I. GENERAL

The services of the Medical Illustration Unit are available on a recharge basis to all campus requestors and to UCSD affiliates for University-related business.

Location: Room B302, Basic Science Building
School of Medicine
Room 110, Clinical Teaching Facility
Building C, UCSD Medical Center

Hours: Campus location - Monday through Friday
8:00 a.m. to 4:30 p.m.
UCSD Medical Center location - Monday through Friday
9:00a.m. to 12:00 p.m.

Telephone: Campus - Ext.44131
UCS Medical Center - Ext. 36169

II. AUTHORIZED USERS

Services are available to all UCSD faculty and staff and to those affiliates conducting University-related business. The service is either charged to an authorized budget number provided by the user, or, if for private individuals conducting University related business, it may be billed to them directly.

III. TYPES OF SERVICE

Available services include medical, biological, scientific and general illustrations for publication and design work, television, display, lecture executed in pen-ink, full color, halftone, pencil, airbrush, etc. Also, charts, graphs, brochures, forms, graphic design, logo design, signs, posters, hand lettering, computer graphics, computerized typesetting, exhibits, displays, diagrams, schematics, brochures, handouts and newsletter production are available. If you have a specific need, please call for further information.

To further meet the needs and requests for service of the faculty and staff at UCSD, OLR had developed a complete computer graphics service which includes a Management Graphics Inc. Trimaster computer, camera and thermal printer as well as three Macintosh II graphics computers with a laser printer.

Additionally, the unit serves as an imaging center for computer work produced on personal computers (specifically to date: IBM [35mm Express] and Macintosh [Easy Slider]). The software necessary to produce slides on the IBM and Macintosh can be checked out from the unit.

IV. DEADLINES

Every effort is made to assist you with your special needs. Historically the workload has dictated a four to five working day turnaround. Please understand that the turnaround time is affected by the quantity and complexity of the illustration. Time may be reserved in advance.

V. RECHARGE RATES

The Medical Illustration Division of OLR operates on a cost-recovery basis. Please call ext. 44131 for the current rates.