



The Media Lab is located in the Learning Resource Center (LRC) with entrances just left of the Library main lobby and through the Help Desk.

Student-Oriented Workspace

Let our student staff help you find the resources for almost any project without emptying your wallet. From dorm decorations to final portfolio presentation – get your creative juices flowing in our light, fun environment.

The Media Lab is open early and closes late. We have hours on the weekend and our staff is ready to help you after church through crunch time on Sunday night. When finals week rolls around, you can bet we will be right next to you into the wee hours of the morning with extended hours and a lot of coffee.
Note: Closed during Chapel, The Gathering, and school breaks.

The Lab

Computers

Mac and Windows operated computers are available to set up print jobs. Media Lab staff is available to help you make paper selections best suited for the project and adjust settings for each printer to achieve the desired outcome.

Workspace

Spread out on our butcher block tables to trim, mat, fold, and stack. Gather around for a group design project or take up a whole table to work on your Halloween costume.



Visual Art

Printing

Use our color copiers to print poster-sized drafts for all of your Graphic Design classes at minimal cost and scan high-resolution images of your illustrations to your email for free. When you are ready for the final project, show off vibrant colors and the deep blacks on our specialized photo printers.

Presentation

No project is complete without mounting! The Media Lab carries matboard, posterboard, foamboard, and presentation board. Our Xyron sticker machine makes mounting flawless, but if you are low on cash, double-sided tape and rubber cement are available to use *in the Media Lab* for free. Make sure to pick up a stamp card for matboard purchases and occasionally check our free matboard and paper bins – You might get lucky!

Supplies

Sometimes you just need one googly eye, one strip of ribbon, one book ring – No need to go buy a whole box, we sell a large assortment of craft supplies for pennies each. If you need a box of chalk pastels for just *one* project, don't go buy a whole new box! Stop by the Media Lab to use our abundance of *free* craft supplies (in Lab use only).

Cutting and Trimming

The Media Lab has several paper cutters, a matboard cutter, bulk cutting guillotine, scissors, X-Acto knives, and cutting mats. We are here for all of your trimming needs!

Resumé and Portfolio

Resumé Printing

We have many types of paper to choose from – Pick the one that represents you best! Buy a single sheet or a stack to pass out at the job fair. If the selection is overwhelming, there is always plain ol' linen paper to make the choice easy. If you would like to request a certain type of paper, please let us know or you may bring in your own.

Tips and Tricks

Resumé Tip

In addition to the many paper types we carry (would you prefer Semi-Transparent Vellum or Elephant Poo Paper?), we also carry many sizes! Cut down the shape or size that fits your brand best. If you prefer a resumé that is not letter size (8.5x11), try legal (8.5x14) instead! This is ideal for people with a lot of information that won't quite fit on a single letter size page. It will also stick out of a pile of letter size pages! *Note: Since many resúms are submitted online, if your resumé is printed off by the recruitment staff after digital submission they may or may not have legal size paper. Consider how your design would behave on 8.5x11.*

Business Card Tip

If you need temporary business cards or only a limited number, you can print several on a sheet in the Media Lab and manually cut them out. *Note: This option works best on 12x18, Thick 4 cardstock (will fit several on a page) and a design with a white background. If the design is 2-sided, make sure only one side of the paper has cut lines or a design that goes to the edge of the card. This will save you time in the event that the design is not lined up perfectly on the back side as no crop marks will show up!*

Leave-Behind Tip

The Media Lab has a ton of craft supplies, accent paper, ribbon, and even die-cuts to make boxes! Make a custom notepad with your logo using padding compound or a spiral bind.

