

Special Services for Graphic Arts and Audiovisual

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The Special Services Department supports scientific and medical research by providing advice, customized design, and reproduction services to meet the needs of senior management, individual scientists, and Center departments for art, computer-imaging, photography, printing, and audiovisual media. The staff assists in the preparation of publications necessary for the Center's educational programs, as well as technical assistance with software applications, illustrations, and digital files for grant applications/manuscripts. In addition, this department collaborates with the offices of Institutional Advancement, Health Communications, and Public Affairs in the production of their imaging requirements. The highly technical nature of much of the work often requires close collaboration between the user of the department and individual department staff. Special Services personnel provide the following services:

- Artwork: traditional design, computer-graphics design, and medical and scientific illustration;
- Still photography: digitally captured, computer-scanned and generated; editing of digitized images (to include adjusting color, retouching, cropping, sizing, etc.), and formatting end product for output to various media;
- Audiovisual services: digital video capture and editing and audio recording, video and computer-data projection, teleconferencing, seminar and conference assistance, and video-conference facilities;
- Binding, padding, laminating, hole punching, and other finishing processes;
- Digital high-speed copying/printing and full-color digital convenience copying/printing;
- Large format poster printing for science seminars and other miscellaneous images and graphic formats, such as signs and banners;
- Technical advice and outsourcing of color-offset printing.

The personnel of this department include graphic artists and scientific/medical illustrators. There are photographers for scientific, medical, and public relations imaging, a media specialist (audiovisual), and videographer/assistant. Several staff assist users with convenience copying and high-speed copier duplicating and binding.

We offer cross-platform computing (both Macintosh and PC). Other equipment includes a high-resolution, flat-bed color scanner, a negative and slide (film) scanner, a high-resolution black and white laser printer, and a high-resolution color laser printer. The photography section uses a digital photographic system (filmless), providing full-color (and black & white) prints using Fuji Pictography printers. This section also has a full array of cameras and lenses (analog and digital), an MP4 copy stand, and related equipment.

Reproduction Services houses a digital color copier/printer, a digital high-volume copier/printer, binding, and other finishing equipment.

There is also a full complement of digital and analog audiovisual equipment located in the conference facilities and related support services. Additional audiovisual equipment and services are provided within this department where a News Center is also located. It consists of a video-recording studio (with a sound-recording/interview-staging area with backdrops). This area also serves as a portrait studio for staff

Center wide, and our staff photographic coordinators have oversight of the scheduling and use of the area. The studio is complemented by an editing suite with state-of-the-art cross-platform editing (both Mac and PC). It is equipped with a high-resolution digital camera used for interviews, coverage of events for public relations, web-casts and the broadcast (TV/radio) media.

This area is shared, with our Public-Relations Department staff requiring periodic AV capture of interviews, which can be uplinked immediately to the broadcast media. Our staff videographer has oversight of this operation and is on call to provide this service, as needed.

* Personnel left Fox Chase