

Publishing Services Bureau

The mission of the Publishing Services Bureau (PSB) is to promote excellence in MIT print and electronic communications by acting as a coordinated channel for publishing activities across the Institute. With expertise in graphic design, communications strategy, printing, web development, project management, and procurement, PSB staff members help to develop communications and advise MIT departments, labs and centers on a wide range of communications needs. This work helps to advance MIT departmental goals, such as student or faculty recruitment, fundraising, and academic or administrative program-awareness building. PSB offers its services free of charge and without mandate to the community.

This year, PSB worked on 565 projects with the MIT community. The most common project types were stationery (including business cards, envelopes, and letterhead), posters, brochures, and photo requests from the PSB photo library. Additionally, PSB hosted three webinars and four presentations on various communications topics. A total of 234 MIT staff members attended these events.

In partnership with Procurement, PSB created service agreements with MIT's preferred printers and executed a communications plan to promote the printers to the community. The print team continued to review market share, pricing, customer service, and print quality.

PSB, along with the Reference Publications Office, moved from Building E28 to renovated space in Building E38.

This year's staff was comprised of Monica Lee, director; Matt Bacigalupo, procurement assistant; Bara Blender, publishing advisor; Maryann Czerepak, publishing advisor; Caroline Fickett, administrative assistant; Emer Garland, publishing advisor; Cheryl Slowik, publishing advisor; Victor Park, designer/advisor; Tom Pixton, publishing advisor; and Minerva Tirado, procurement and publishing advisor. In May, Caroline Fickett left PSB to become communications coordinator at MISTI.