
Art+Design Darkroom - Procedures, Policies and Guidelines

School of Art + Design provides educational resources consisting of laboratories, classrooms, presentation rooms, studios and equipment. Room 236 is the Checkout Window and is the place to get film processing, darkroom, photographic and other supporting equipment. 335 is the chemical laboratories with a twenty enlarger workstation darkroom, plus individual film changing rooms. 335F has sinks, washing and finishing areas, drying racks and cabinets, and other photographic processing equipment.

Darkroom and Access to Chemical Laboratories

Darkroom entrance privileges are automatically created for and are limited to students currently enrolled in Art+Design courses requiring chemical laboratories. All activities within the darkroom, chemical and processing areas and use of Art+Design resources are restricted to educational pursuits and class work only. Independent access is generally NOT available to the School's darkrooms and photographic processing areas.

You may not use another person's account and you cannot authorize anyone to use your account or access privileges. **YOU ARE NOT ALLOWED TO BRING GUESTS OR VISITORS INTO THE LABS**

You must use your University i-Card each and every time you want to enter a lab with card-controlled access. Enter and exit only through the main door of room 335

The School of Art + Design, staff and assistants cannot be held liable for the consequences or the outcome of suggested solutions to questions or problems, are not liable for damage to a user's materials or supplies, and cannot be held liable for lost time or the unavailability of malfunctioning equipment or processes for any reason.

You must comply with the requests of the lab assistants and staff.

Activities within the Art+Design Building are monitored for your security and safety and are subject to video surveillance.

Checkout Window

The Checkout Window (235 A+D) is the place to request darkroom and processing equipment. Use of Checkout Window Equipment policies are explained in the Art+Design Checkout Window-Agreement Terms for Loans. You are liable and solely responsible for any loan item or resource you use or borrow from the School of Art + Design. Tell the Checkout Window assistant about any suspected equipment problems.

Darkroom

Personal Safety

- You should wear gloves, an apron, and protective eyewear
- No food or drink in the laboratory
- Always use your iCard to enter the facility
- Do not store personal items, backpacks etc. in any part of the darkroom Store your personal possessions in a locker
- Do not place or store liquids or wet items on "dry" work areas
- Slippery floors are hazardous. To prevent drips when printing or developing, you must use a tray when carrying wet prints or tanks from area to area.

Chemical Safety

- MSDS sheets are available in the lab and posted on the Art + Design website
- Turn on the ventilation when working with chemistry
- Do not block any of the openings above the sinks
- Always check that everyone has left the laboratory before turning off any safety apparatus
- Clean up any chemical spills as soon as they happen
- All chemical storage containers must be stored in spill containment trays (these will be colored red and are not to be use for any other purpose)
- Eye wash stations and hand wash sinks must be kept free of all chemicals at all times
- No outside chemicals are permitted without written consent from the facilities staff
- All containers must be properly labeled
- Mix chemicals only in the combinations and concentrations that you have been instructed to mix
- Fixer must never be poured down the drain

Departure Checklist

- Stop printing one hour prior to closing - All users must leave the labs by closing time.
- Cover and/or dispose of the appropriate chemistry
- Turn off all water in every sink
- Wipe down any equipment or sinks that are dirty or have chemistry
- Remove all of your equipment and return it the Checkout Window – do not store any equipment in the darkroom
- Check the facility for any other students/faculty before you turn off the ventilation
- Turn off the lights (including safelights)

Failure to comply with any policy may result in the loss of your laboratory privileges

name (printed)

UIN

netID

signature

date