
Art+Design Darkrooms - Procedures, Policies and Guidelines

School of Art + Design provides educational resources consisting of laboratories, classrooms, presentation rooms, studios and equipment. Room 318 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.

Procedures

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.

Safety, best practices and procedures are taught by qualified technicians or instructors prior to entrance and use of any chemical laboratory or darkroom.

Independent access is generally NOT available to the School's darkrooms and photographic processing areas. You must be enrolled in a class to use the chemical labs.

YOU MAY NOT USE ANOTHER PERSON'S ACCOUNT AND YOU CANNOT AUTHORIZE ANYONE TO USE YOUR *i-Card* LOAN OR DARKROOM PRIVILEGES.

Allowing another student to use your account is strictly forbidden and could cause disciplinary action to be taken.

All darkroom accounts and access expire on the last day the darkrooms are open for each semester.

Entering and Using Laboratories

You must use your University *i-Card* each and every time you want to enter a lab with card-controlled access.

Do not attempt to enter a lab by knocking on the door or by going in with someone else - always swipe your card when you enter a access-controlled area.

You must always have your *i-Card* with you in the labs (when you leave, you'll need it to get back in) - assistants may ask to see your *i-Card* any time you are in the laboratories.

YOU ARE NOT ALLOWED TO BRING GUESTS OR VISITORS INTO THE LABS. Only registered users are allowed in computer labs and other studio spaces.

Enter and exit only through the main door of room 335. An alarm is activated, if an Emergency Exit Door is opened.

YOU MUST STOP PRINTING ONE HOUR PRIOR TO CLOSING. This allows washing and drying cycles to finish by closing time. **All users must leave the labs by closing time.**

Please comply with the requests of the lab assistants and staff, especially at closing time and during emergencies (severe weather, power outage, fire alarm, etc.).

Checkout Window and Other Resources

318 Checkout Window houses a variety of equipment and resources that are available to registered users. Checkout Window is the place to request darkroom and processing equipment.

You should read and understand the *Art+Design Checkout Window-Agreement Terms for Loans*.

You must abide by the *Art+Design Computing - Procedures, Policies and Guidelines*.

You should also read *Art+Design Digital Printing - Procedures, Policies and Guidelines* if you are planning to use computers or lab printers.

Occasionally, equipment, resources or services may need to be limited due to shortages or increased demand for use. Signs will be posted to inform you.

Know your equipment or system well before proceeding. If you are in doubt about any function or procedure, please ask for assistance before continuing.

Lab personnel will answer your technical questions to the best of his or her ability or may refer you to your instructor, a staff member or other informational resources, but

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.

If you encounter a problem, have other concerns or special needs, please consult first with your instructor or a lab assistant for possible solutions.

You can also use the School of Art + Design's website to report problems and to submit feedback.

Policies and Guidelines are on next page > > >

Policies and Guidelines

All activities within the darkroom, chemical and processing areas and use of Art+Design resources are restricted to educational pursuits and class work only.

Open hours and notices are posted on Art+Design's website and near lab entrances. Watch for special alerts that could affect your use of equipment, rooms or resources.

All print enlarging stations are available on a "first-come is first-served" basis, except times when rooms and workstations are reserved for classes or special events.

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

FOOD AND DRINKS ARE NOT ALLOWED in the studios and laboratories at any time by anyone.

The "no food or drinks" is a health and safety issue, because chemical residue is present on equipment and throughout the darkroom and process area and is easily transferred to your hands.

Materials Safety Data Sheets are available. You are strongly encouraged to familiarize yourself with these important documents about chemicals used in the labs.

BE EXTREMELY CAUTIOUS WHEN USING CHEMISTRY and find out where the Eye Wash Stations are located and how to use them.

Good safety procedures require wearing appropriate eye protection and gloves when handling chemistry.

PRIOR APPROVAL MUST BE OBTAINED FROM TECHNICAL STAFF TO USE OTHER THAN PROVIDED CHEMISTRY - you will be required to specify a chemical disposal plan.

Never pour fixer (it is recycled) or certain other chemicals down the drain. Ask your instructor about the correct way to safely handle chemistry and its proper disposal.

There are designated "wet" and "dry" areas, talk to your instructor about the appropriate use of each area of the laboratories.

You must always have a towel when doing "wet" processes like printing or film processing.

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.

If you get any liquid or water outside of its intended area: clean it up immediately to prevent injury to other users and to prevent damage to facilities or equipment.

The School of Art + Design is not liable for damage to a user's materials or supplies for any reason.

A+D labs cannot be held liable for lost time or the unavailability of malfunctioning equipment or processes.

Ask your instructor for guidance about best practices and procedures for working safely within Art+Design's darkroom and studio environment.

The studio environment requires close attention to details to prevent injury to people and damage to expensive equipment.

Please consult with your instructor and learn the potential dangers of the studio equipment before attempting a session.

THE STUDIO ENVIRONMENT CAN PRESENT ELECTRICAL AND OTHER HAZARDS THAT CAN CAUSE SEVERE INJURY (high voltage strobes, hot lights, falling objects).

Storage of supplies, equipment, props and other personal items in the darkrooms, labs or studios is forbidden.

Anything not properly belonging to the School in support of an area will be removed and placed in or near the Lost&Found (locker 3214) or discarded as trash.

You can store your personal possessions in a locker: please register your locker in room 144 Art+Design Building.

Users should never attempt to move, add, repair, borrow or modify equipment setups or configurations: doing so could cause damage or injury.

In any School facility: do not remove or add chairs or furniture from other rooms and do not open windows or cause changes to the room's environment.

DO NOT CUT ON UNPROTECTED TABLE SURFACES OR FLOOR. You can borrow cutting boards and mat cutters at the Checkout Window.

333 Clean Room has paper cutters intended for photo and digital prints. Use spray adhesives and fixatives only in the Spray Booth, room 311A.

Only approved A+D lab signs will be posted in the labs - no other notices or artistic displays will be allowed inside the rooms - all others will be removed.

Tell the Checkout Window assistant or your instructor about any suspected equipment problems - this is the best way to keep the laboratories operating smoothly for everyone.

You can also use the School of Art + Design's website to report problems and to submit feedback.

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