

Studio Guidelines

Introduction:

The following guidelines have been developed to maximise your safety as well as to minimise conflict with other users. Please behave responsibly and cooperatively by adhering to the few simple rules and procedures contained in this booklet. **The Warringah Printmakers Studio reserves the right to deny access to any member who consistently ignores the rules.**

The Studio Privacy Policy:

Sections of the Commonwealth Privacy Act 1988 relate to personal information provided to the Studio on the membership form. The only information collected and stored is that which is supplied by the member and may include name, current address, telephone number, email address & ABN.

Emergency Procedures:

Emergency: Ambulance, Police, Fire – Ph: **000**

Dee Why Police Station – Ph: **9971 3399**

Manly Police Station – Ph: **9977 9499**

Warringah Council Emergency plumbing, power or security – Ph: **9942 2111**

Fire extinguishers are situated in both the Studio and in the kitchen. Please familiarise yourself with the location and how to use the equipment. The doors between the Studio & the hall are fire doors – close them immediately if a fire breaks out. If required to evacuate the building, do not pack up belongings, leave immediately.

First Aid:

A First Aid box is located on the desk. First Aid kits contain bandaids & eye wash facilities. Always wear rubber gloves if assisting with an open wound.

MSDS:

Material Safety Data Sheets (MSDS) are located in a folder at the front desk. Please familiarize yourself with the contents.

Studio Opening Hours:

Printmaking classes operate on the following days:-

Monday - 9.30am - 1.00pm

Tuesday – 9.30am – 12.30pm and 6.30pm – 9.30pm

Wednesday - 9.30am - 4.00pm

Saturday - 9.30am - 4.00pm (schedule may be varied)

Access may be booked at other times.

Leasing requirements and OH&S reasons require that the studio is to be vacated by 10.30pm.

OH&S:

The Studio is committed to a policy of safer printmaking practice. We are safer and less toxic than most printmaking facilities, but even household chemicals may be harmful if used incorrectly. Chemicals not approved by the Management Committee must not be brought into the Studio. The Studio is managed by volunteers and members must take responsibility for safety issues. Therefore, please: -

- Do not bring friends, family, children or pets onto the premises during classes or access. Only those authorised by the WPS committee or Warringah Council are permitted access to the premises.
- Wear gloves, aprons & other protective items such as goggles & masks as required. **Nitrile gloves** are recommended because other disposable gloves may still transfer some substances to the skin.
- Wear appropriate clothing and **enclosed, sturdy shoes at all times.**
- Tie back long hair - it may get caught in the presses.
- Ensure hazardous substances are stored in the appropriate location - either the storeroom or the lockup cupboard provided.
- Do not use any equipment or print process that you are not familiar with or if under the influence of alcohol, drugs or some medications.
- Have your food and drink in the kitchen or outside.
- **Never** clean printmaking equipment in the Council kitchen.
- Take care when using blades, cutting tools and the guillotines.
- Always correctly label containers and do not put potentially harmful substances into food or drink bottles.
- Communicate with others working in the studio regarding locking up and turning off switches so that everyone is aware of their role at the end of a session.
- Do not play the radio and keep mobile phone usage to a minimum.
- Empty bins before it gets dark and ensure that the doors to the toilet, the outside storeroom and kitchen are locked.
- Do not leave outside storeroom, toilet or kitchen open while working.
- Report to teachers or Committee if you are affected by any of the materials in the workshop or if you or anyone else has had an accident.
- Keep the Community Centre a smoke free zone.
- **Etchants** - Please use copper sulphate, ferric chloride or Edinburgh Etch.
- **Aquatint** - Please use spray paint in the fume cupboard or the airbrush gun with Badger aquatint spray. Clean airbrush thoroughly after use.
- **Solvents** – Vegetable oil and VCA (vegetable cleaning agent) replace solvents such as mineral turpentine, methylated spirits and kerosene.
- **Chemical Waste** - containers for spent chemicals (copper sulphate, ferric chloride & VCA) are located in the outside storeroom. Dried copper sulphate, which has etched **aluminium**, may be transferred to the rubbish bin for safe disposal. **Please do not pour spent chemicals down the sink.**

Studio Membership

Categories:

Full Membership

A full member may: -

- Vote at the Annual General Meeting.
- Be eligible for nomination to the Management Committee.
- Participate in classes, workshops, lectures and demonstrations.
- Receive Newsletters, mail-outs and exhibition invitations.
- Be considered for exhibitions & projects organised by the Studio.
- Become an access member (**see Conditions of Access**).
- Apply for website space to promote private printmaking exhibitions.
- Be eligible for a concession on membership fees (pension, student or health care cards only).

Full/Concession has all the rights of full membership.

Associate Membership

An associate member is a non-access member who may:

- Do classes and workshops.
- Receive newsletters, mail-outs and exhibition invitations.

The Access Orientation Program:

The Orientation Program is designed to prepare full members, possessing varying degrees of printmaking experience, to access the Studio facilities with due care for security, safe handling of equipment, personal safety and courtesy to other members using the Studio space. There is no cost for Orientation sessions but they must be booked with either a teacher or the Management Committee.

An access member is a **full** member, who has completed a formal orientation to all aspects of studio use with an experienced printmaker nominated by the Management Committee. Access members must demonstrate competency in the use of equipment and adherence to OH&S procedures before using the studio.

Students and new members with printmaking experience, require an orientation before studio access is granted. It is also strongly recommended that students complete a full term of classes & new members do several casual classes to update their skills before applying for access rights.

The Access Agreement (located in a folder on the desk) is an acknowledgement that the Studio Guidelines have been read & understood. It must be signed & lodged with the Committee before access commences.

Orientations are not available to associate members or non-members. The full membership fee must be paid, the form completed and all details recorded by the membership secretary prior to booking for an Orientation.

Studio Access Policy:

- Only full members who have attended an orientation session will be considered for any type of access.
- Only members who have been approved by the Management Committee will be considered for long term access. This level of access requires great familiarity with the Studio, and a record of responsible and thoughtful use.
- No access is available to Studio facilities without a prearranged booking or, if accessing after a class, without the teacher's agreement or supervision. For reasons of safety and insurance no person should be in the Studio without the knowledge of the booking coordinator, a teacher or a Committee member.
- Time spent cleaning up is part of the printmaking process and is counted as access time.
- Access rates are set at subsidised rates to support the production and development of original work. Where members are producing work for other artists, the access fee payable to the Studio will be at the commercial rate.
- Members are responsible for adhering to the Warringah Printmakers Studio Guidelines for Access and OH&S procedures at all times.

Access Categories:

Casual Access

- Full members, who have been assessed as ready for access may make a booking for access at times not designated as class times.
- Bookings must be made prior to access (see Access Bookings) unless following on after a class and approved by the teacher of that class. Staying after class is regarded as casual access.
- Record your receipt number and the hours worked in the Casual Access Book.

Pre-Paid Access

- Full members, who have a high level of competency and are familiar with the Studio's procedures, may nominate one day a week to access the Studio based on a ¼, ½ or full year fee structure. The nominated access day must be registered with the Booking Coordinator.
- After payment of the total amount for the period of access selected, record the receipt number and nominated day in the prepaid access folder. The number of hours worked each access session should be logged & deducted from the total hours purchased. These hours must be used up in the specified period.
- If you are unable to go to the Studio on your nominated day, or if there is a Studio event such as a workshop or exhibition, it may be possible for you to go on another day that week, but only if approved by the booking coordinator.

Access Bookings:

For insurance reasons and so that the number of people using the facility may be regulated, bookings must be made in advance with the Booking Coordinator. An email booking is preferred as it is less intrusive on the home life of the volunteer in charge of bookings. If booking by phone, please be considerate – don't ring before 8am or after 6pm. If you need to cancel or postpone a booking please provide as much notice as possible so that others can take your place.

Whether you are doing casual or pre-paid access please:

- Pick up the key from the Booking Coordinator and return it **on the same day**.
- Supply your own inks and paper. Although we are not charging for tissue at the moment, remember it costs c. 10cents a sheet. Re-use it once it is dry & if you are using a lot of tissue for big editions please replace it. Do not use tissue or other studio paper resources to make folders for art work.
- Clean up and lock up as per instructions – see access check list.
- Write a receipt for payment of access time and purchases of paper, plate or tarlatan. Please itemise for the bookkeeper's records.
- Record the duration of the access time, materials you have purchased and the receipt number in the Casual Access Book or in the Pre-paid Access Folder. Both are located at the front desk.

Studio Honour System: The Studio relies on an honour system for payment. To assist the Treasurer please remember to pay on the day of access, bring adequate funds (correct money if possible as change is limited) and avoid paying for small scale items with large denomination notes. The bookkeeper recording the receipts is not a printmaker & needs adequate information for the Studio's financial records, so write legibly. **I.O.U's are not acceptable – contact the Treasurer if you have any problems regarding payment.**

Equipment & Facilities:

Presses:

- The presses and blankets are very expensive pieces of equipment and should be treated with due care. Blankets should be flat & straight; hands should be clean when using the press.
- Do not over tighten the press – the rollers & bed may be damaged.
- Never put any hard or sharp objects through the press. It is always best to check your collagraph plate to ensure it will not cause any damage to the blankets or the presses.
- Centre the bed before releasing the pressure and cover with the dust cloths provided.

The electric press:

- **Do not print collagraphs on the electric press.**

- When using the electric press, stand on the side with the controls so that you have immediate access to the red emergency stop switch.
- Avoid standing at the ends of the press and keep your hands off the press bed when the bed is in motion.

Light Exposure Unit: **Please do not use the light exposure unit unless you are completely familiar with the procedure.** If you are not familiar with the machine, wait until a teacher or a committee member is present.

- Clean glass with soft cloth and glass cleaner.
- Use the dot screen before exposing your art work – this will keep the dot screen clean.
- Don't use objects which may scratch the glass inside the vacuum frame.
- When post exposing put your plate on top of the vacuum frame with a piece of paper or plastic underneath to protect the glass from scratches. (Olec)
- Clean your hands before touching the unit. This is to keep the control panel clean and free of inky fingerprints.
- Do not leave the machine running for an extended length of time.
- After use, switch off the unit at the 'Power' button, and not at the wall switch beneath the unit. If the exposure unit is turned off at the wall switch, all the settings will be lost. (Olec)

Photocopier: **Supervision by a teacher or committee member is required to use the photocopier, unless otherwise approved.** Please provide your own transparencies. Note price list for copies.

Storerooms: The outside storeroom houses the metal guillotine, solvents, chemical recycling etc. The inside storeroom houses the photocopier, items needed for Studio administration, stores and other sundry equipment. To avoid disturbing other hirers of the community centre, when the hall is in use please enter the storerooms by walking around the building, not through the hall.

Metal Guillotine: The guillotine in the storeroom can be used to cut aluminium, photopolymer plate, copper, zinc and other metals. **Please pick up your scraps & place in the bin provided.**

Paper Guillotines: Located in the Studio, these guillotines should be used to cut paper and cardboard only. **Please exercise caution when using the guillotines.**

Inks & Other Consumable Items: Users of the Studio are expected to provide their own inks and paper. Other consumable items, such as rag, should be replenished if the Studio's are used. Although a class set of inks is provided, long term students are expected to purchase their own inks.

Paper: Some printing paper is kept for the convenience of Studio users and may be purchased (please check price list).

Photopolymer Plate: Mavelon and Printight are at present kept for purchase. These plates have different exposure times and developing methods. Please ask if you are unsure. Always cut plate emulsion side up on the metal guillotine. Please purchase plate in standard A4, A2 or A3 size. Do not cut smaller pieces and try to estimate the cost.

Clean Up:

Always use gloves when using cleaners.

Instructions for using VCA:

1. Immerse metal plates, spatulas & brushes in VCA and leave for a minute or so. The VCA will remove ink, asphaltum, traditional hard and soft ground as well as the acrylic based grounds – anything formerly removed by turps - but it may take a little longer.
2. Scrub the surface gently with a soft brush.
3. Remove the plate, letting drips fall back into the Estasol container.
4. Rinse the plate in soapy water.
5. Dry with a clean rag.

Metal Plates & Tools: Use either VCA or vegetable oil to clean metal plates & tools.

Traditional Hard Grounds, Soft Grounds, Asphaltum & Inks: Use VCA or vegetable oil. A traditional wax based hard ground can be warmed to make it easier to wipe off.

Photopolymer Plates: Use vegetable oil to clean up ink.

Paint Spray Cans: Clear by turning upside down and spraying.

Acrylic Grounds & Stop-Out Varnish: To remove from plates, mix ½ cup of soda ash with 750ml of hot water and place into a tray. Put plate into the solution and rub with a soft brush until the stopout completely dissolves.

Rollers:

- Remove as much of the ink from the roller as possible by rolling on scrap paper.
- **If using VCA**, put a few drops on a clean cotton cloth and gently wipe the roller clean. Wipe surface of the roller with a damp soapy rag. Dry thoroughly.
- **If using vegetable oil**, put a small amount on a clean cotton cloth and gently wipe the roller clean with a cotton rag. Dry the roller with a clean, cotton cloth removing all the oil.
- Use the correct rollers for soft & hard grounds.
- Always put rollers away in the correct manner. The rubber surface should not rest on a hard or sharp surface or the roller will become misshapen.

Tables:

1. Remove as much ink as possible with a spatula; wipe over with vegetable oil.
2. Degrease with spray cleaner; dry with a clean cloth.

STUDIO USAGE - CHECK LIST

Before leaving the Studio after a printing session, you must:

Press:

- Centre the bed of the press and raise the roller above the bed.
- Hang the blankets over the cross brace of the press to dry out.
- Cover the press with a dust sheet.

Print Room Safety:

- Put away any chemicals you have been using and lock the chemical cupboard.
- Turn off the fume cupboard & the extractor fans.
- Turn off the hot plate & unplug.
- Unplug the hairdryer.
- Ensure the exposure unit has been switched off. This should be done as soon as all plate exposures are completed.

Studio Cleanliness:

- Empty any water from the photopolymer developing tray.
- Empty water from paper soaking tray.
- Hang up the towels to dry or take them home to wash if they become dirty during use. Return them next session.
- Clean the table tops, and put any oil or solvents back on the cleanup table.
- Put away all the equipment you have used.
- Rollers must be cleaned thoroughly & put back in the correct way to avoid flat spots & dents.
- Put rubbish into the outside bins.
- Unless it is very dirty with ink, recycle as much paper as possible by placing in the blue lidded bins outside.

Administration:

- Record your name & duration of access in the casual access book or the prepaid access folder.
- Pay the required fee & write a fully itemised receipt.
- Pay for any phone calls you have made on the Studio phone.

Security:

- Make sure the doors to the storerooms, toilet, hall and kitchen are locked.
- Ensure the door between the Hall and the Studio is closed and locked. If the lock is in the position indicated it will be locked from the hall but not from the Studio.
- Close all windows and insert the dowel in the groove of the back window.
- Turn off the lights & overhead fans.
- Make sure the entrance door locks behind you.
- Make sure the key is returned promptly. Someone may be waiting to use it!