

Studio Guidelines

The following guidelines have been developed to maximise your use of the Studio and to minimise conflict with other users. Please act responsibly & cooperatively by adhering to these few simple rules and procedures.

The Warringah Printmakers Studio reserves the right to deny access to any member who consistently ignores these guidelines.

THE STUDIO PRIVACY POLICY:

The only information collected and stored is that which is supplied on the Studio membership form & may include name, current address, telephone, email & ABN.

EMERGENCY PROCEDURES:

Emergency: Phone **000** for Ambulance, Police Station or Fire Station.

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

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

Northern Beaches 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, leave immediately - do not pack up belongings. Evacuation plan is on the wall over the water tray.

FIRST AID:

A First Aid box is available. First Aid kit contains bandaids, antiseptic & 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 - 12.30pm

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

Wednesday - 9.30am - 4.30pm

Saturday - 9.30am - 4.30pm (schedule may be varied)

Access may be booked at other times.

The studio is to be vacated by 10.30pm because of leasing agreements with Northern Beaches Council and OH&S requirements.

OCCUPATIONAL HEALTH & SAFETY

The Studio is committed to a policy of safer printmaking practice. Chemicals not approved by the Management Committee must not be brought into the Studio.

Members accessing the Studio must take responsibility for their own safety. 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 - 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.
- Food and drink should be consumed in the kitchen or outdoors.
- **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.
- **Keep mobile phone usage to a minimum** – it can be very distracting.
- 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.
- **Etchants** - Please use copper sulphate, ferric chloride or Edinburgh Etch.
- **Aquatint** - Please use spray paint or the airbrush gun with Badger aquatint spray **in the fume cupboard**. 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 in the guillotine room. 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:

1) Full Membership

A full member may: -

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

2) **Full/Concession** - all the rights of full membership apply (senior's cards not accepted for eligibility).

3) Associate Membership

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

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

Orientation Program:

The Orientation is a free programme designed to assess the readiness of **full members**, possessing varying degrees of printmaking experience, to access the Studio facilities. Access may be granted to students who are Full Members and have completed a course of printmaking at the Studio or Full Members who have attended an orientation session and at least three supervised access sessions.

The Orientation Program will include the following:

- Structure of management of Warringah Printmakers Studio
- WPS commitment to safer techniques
- Physical layout of Warringah Printmakers Studio – tour of the studio, storerooms, toilets and kitchen
- Occupational Health & Safety requirements
- Security – personal, the Studio and the Community Centre
- Appropriate care of Community Centre space and respect for other users of the facility
- Use of equipment
- Record keeping, payment and receipts

The signed Access Agreement form (located in a folder on the desk) is an acknowledgement that the Studio Guidelines have been read & understood.

STUDIO ACCESS POLICY

- Members who access must be competent printmakers, able to work independently.
- Access may be granted to students who are Full Members and have completed a course of printmaking at the Studio or Full Members who have attended an orientation session and at least three supervised access sessions. Either the teacher or a supervising printmaker will assess printmaking skills and ensure that Health and Safety, clean-up and lock-up procedures are followed.
- No access is available to Studio facilities without a pre-arranged booking or, if accessing after a class, the teacher needs to take responsibility for the student's access. For reasons of safety and insurance no person should be in the Studio without the appropriate authorisation.
- Access rates are set at subsidised rates to support the production and development of original work. Members producing work for other artists will have to pay a higher rate.
- Members are responsible for adhering to the Warringah Printmakers Studio Guidelines for Access and OH&S procedures at all times.
- The Warringah Printmakers Studio Management Committee reserves the right to revoke access privileges if the Guidelines are not followed.

Categories:

1) 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 supervised 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.

2) Pre-Paid Access

- Full members may nominate one day a week to access the Studio based on a ¼, ½ or full year fee structure. The nominated access day should be registered with the Booking Coordinator.
- After payment of the total amount for the period of access selected, the receipt number and nominated day is to be recorded 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.

Bookings: In order for the number of people using the facility and presses to be regulated, bookings must be made in advance with the Booking Coordinator. An email booking is preferred as it is less intrusive for the volunteer in charge of bookings. If you need to cancel or postpone a booking, please provide as much notice as possible so that others may 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.10 cents 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 artwork.
- 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 the receipt for our purchasing records and write legibly.
- 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. Payment must be made on the day of access. Bring adequate funds and avoid paying for small scale items with large denomination notes (change is limited). **I.O.U's are not acceptable however, payment by bank transfer may be – please email the Treasurer if you are paying for access or large purchases of materials in this way.**

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 units unless you are completely familiar with the procedure.** If you are not familiar with the machines, 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 artwork – 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 machines running for an extended length of time.
- If you turn it off, ensure it has completed its shut down cycle before turning back on.
- (Olec) 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.

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, chemical recycling etc. The inside storeroom houses the photocopier, items needed for Studio administration, exhibitions, 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 copper, zinc, aluminium, photopolymer plate and other metals. **Please pick up your scraps & place in the bin provided.**

Studio Guillotine: The Ideal Trimmer may be used to cut paper, cardboard & photopolymer plate. **Please exercise caution when using the guillotines.**

Inks & Other Consumable Items: Users of the Studio are expected to provide their own inks, paper, gloves, sponges, tarlatan and rags. Students may use the set of class inks.

Paper, Plate & Tarlatan: Printing paper, photopolymer plate and tarlatan are kept for the convenience of Studio users and may be purchased (please check price list). Occasionally, woodblocks, aluminium plate or copper plate may be available for purchase, **but please do not rely on the availability of these items.**

CLEAN UP

Always wear gloves when using cleaners.

Instructions for using VCA:

1. The VCA will remove ink, asphaltam, traditional hard and soft ground as well as the acrylic based grounds – anything formerly removed by turps - but it may take a little longer. Immerse metal plates, spatulas & brushes in VCA and leave for a minute or so.
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.

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.

Other Grounds: Use VCA or Home Stripper for BIG.

Photopolymer Plates: Use vegetable oil to clean off etching inks.

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

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 oil (vegetable or baby 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.
- 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, the hairdryer & any fans or heaters **& unplug**.
- Ensure the exposure unit has been switched off. This should be done as soon as all plate exposures are completed.
- Switch off air conditioners.

Studio Cleanliness:

- Empty 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 as well as the cost of any materials purchased, phone calls or photocopies made during your access session.
- Write a fully itemised receipt.

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.
- 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!