

A + D Print Shop Policies 2010

Print Shop Manager: Andrea Schumacher

Office phone: 312-369-7333

email: aschumacher@colum.edu

Jeremy Cody: Print Shop Technician

Print Shop Phone: 312-369-7282

Print Shop Hours:

Monday-Thursday: 9:00 am - 10:00 pm (opens at 8:30 for morning classes)

Friday: 9:00 - 5:00 pm

Saturday: 10:00 - 5:30

A+D Print Shop Introduction

Welcome to the Columbia College Chicago Art + Design Print Shop. The Shop is a fantastic learning tool here at the college that will offer you an opportunity to explore various aspects of printmaking. The Print Shop is a space to learn through hands on experience and communication. It is our intention to keep this space as accessible, safe, and user friendly as possible for various patrons, courses, and curriculums.

All labs, shops, and workshops have their own culture. Our Shop's culture embraces safety, cleanliness, inventiveness, creativity, education, etiquette and most of all respect. The Print Shop is a communal studio and as such we need to respect others working in the shop as well as the staff and Manager of the Print Shop.

This respect works on several levels. First and foremost you must be aware that there are other students working in the shop with you. Everyone here in the shop is trying to accomplish similar goals. We all have deadlines; we all need space to work in, tools to work with, and staff support for various concerns. Take your time, be polite, take turns rather than monopolizing equipment, and communicate with others sharing equipment.

Second, you must take care of the equipment and make sure that you are not misusing or abusing the equipment. We only have so many tools and so much in funds to repair and replace these tools. If you are unsure about which tool to use, or how to use it, please ask. There are no stupid questions and the staff is here to help you use the shop in a safe and productive manner.

And finally please be responsible about cleaning the area you use and the equipment that you have used. Plan your time in the shop so that you have adequate time to clean up before the shop closes or you have to leave for another class. Make sure you are leaving the area cleaner than you found it. If everyone is working toward this goal then the shop we remain clean and efficient and will be a pleasant place to work.

Student Code of Conduct

- Print Shop tools and materials are to be used in the A + D Print Shop only. No tools or materials are to leave the print shop. Materials are checked out for use in the A + D print shop only. Any materials that are taken from the shop will be considered stolen. Theft of Columbia College property may be grounds for dismissal from the A + D print shop on a permanent basis as well as other disciplinary action by Columbia College (see Columbia College Student Code of Conduct).

The Columbia College Student Code of Conduct prohibits the following (this is not an exhaustive list of prohibited conduct but merely guidelines as the type and nature of conduct that is prohibited): Harassment, physical assault, disruptive behavior, discrimination, all forms of dishonesty, inappropriate, illegal or unauthorized use of College facilities, abuse, vandalism (including all forms of graffiti) or theft of college services or property, theft or abuse of personal property of Columbia College students, employees or guests. Again this is by no means a comprehensive list of prohibited conduct. Please read your Student Code of Conduct Handbook for further information.

Role of the Print Shop Manager and Staff

- The staff of the printmaking shop is here to help you use the shop in a safe and productive manner. Please follow any instructions or warnings that the staff offers.
- A + D print shop staff cannot take the place of your print instructor. If you have missed class demonstrations due to absence or are confused about a printmaking process please see your instructor for assistance. We can answer most questions, and help with most processes, but we are not ultimately responsible for your printmaking education.

Emergencies /Security (312-344-7555)

- We have a first aid kit for minor cuts. If you hurt yourself, please let someone know immediately. If you are seriously injured we will notify Security and they will call for an ambulance. Please fill out an accident report if you can.
- Please keep your valuable materials locked up or in your possession at all times. The Print shop staff is not responsible for items left unattended. If theft occurs inform Print Shop staff and/or Security as soon as possible. Please fill out an incident report.

A + D Print Shop Etiquette/General Rules

Below is a list of general rules for using the shop. It is by no means exhaustive. Please use your common sense when using the shop. Students must follow all rules and regulations regarding the safe use of the print shop. Poor print shop etiquette will be reported to your instructor and can affect your grade. Students who break the rules can also be temporarily or permanently prohibited from using the print shop.

- Food and Beverages are not allowed in the print shop. Food and covered beverages are allowed only in the classroom area. Please clean-up any food or beverage brought into the classroom.
- No cell phone calls in the printmaking studio. Take your calls out in the hallway.
- Please observe the labeling on all of our shop materials. There is specific information regarding all the substances we use in printmaking. Information regarding hazardous materials is listed as well as recommendations for protective gear.
- Please treat the studio and the tools with respect. Make sure you are using tools for their intended purpose. Please clean all tools and work areas thoroughly when you are finished working. The staff of the A + D print shop is not here to clean up for you.

Who Can Use the A + D Print Shop

- Art + Design who are currently enrolled in a printmaking class may use the print shop.
- Art + Design students who have previously taken a printmaking class at Columbia but who are not currently enrolled in a print class may use the print shop if they pay the lab fee of \$50 a semester and have attended a safety orientation with the print shop manager.
- Art + Design Staff and Faculty of Columbia College's Art + Design department may use the print shop if they attend a safety orientation with the Print Shop Manager and pay the lab fee or arrange to use their own supplies.
- Students from other schools or programs at Columbia may not use the A + D Print Shop unless they are enrolled in an A + D printmaking class or workshop and then only for the duration of the workshop or class.

When the Print Shop Can Be Used

- Print Shop use is limited to all open studio times, which are posted on the front door. Studio use is allowed on a provisional basis during class time. This must be approved by the print shop manager and the instructor and limited to particular areas of the shop not currently being used by the class in session.
- Please see Print Shop Manager to see rules regarding use of Print Shop during semester breaks.

Checking In

- Please check in with the student worker on duty and present your student I.D.

Checking Out Equipment

- You need to have a valid student I.D. to use the print shop and to check out any equipment.
- All equipment in the Print Shop remains in the print shop and may not be taken out of the shop.
- All equipment that is checked out must be returned by the end of the day, with the exception of screens which may be checked out for 2 weeks periods.
- You will be fined \$25 a day for any item that has not been checked back in. It is necessary to check the item back in with print shop staff. Placing an item near the checkout station is not sufficient.
- There are fines for damaging equipment such as screens, squeegees or brayers. The fine will cover the cost of repair/replacement for the item.

Attire

- Please wear closed toe, sturdy shoes, in the print shop to avoid injuries to toes or feet. Please see each materials section for any additional safety gear for specific processes.
- We have aprons and lab coats to protect your clothing. Printmaking is messy, so wear appropriate clothing when using the print shop.

Lockers/Flat Files

- Locker checkouts are handled by the Graphics lab on the 9th floor. Items left in lockers after end of semester will be throw out and locks will be cut.
- Limited use of flat files is granted to students enrolled in printmaking classes. Flat files will be assigned at the beginning of the semester.
- The flat files are set up with lock hardware and you can attach a lock to the flat file as long as anyone who shares the drawer also has a key or combination. Students must remove all items from flat files before the end of semester clean-up date. Any items left behind will be thrown away, including any prints hung on walls or any print installations.

Presses

- You must have attended a press demonstration to use the presses. Always keep hands away from rollers and any potential pinch points on the press. Be aware of the location of any cranks and the action of the press, so that you are not harmed by any moving parts.
- Adjust the pressure properly. Do not use excessive pressure, because this can cause damage to the press or the blankets or yourself. If you are unsure of pressure settings, ask your instructor, or Print Shop staff. In general if you are getting a kick-back when the press goes off your plate, the pressure is too high.
- Only approved matrices may be printed on our presses. Please check with the Print Shop Manager before running any other items through the press. All metal plates must have smooth, beveled edges; sharp or ragged metal can cut blankets and damage the roller. Glass may never be used on the presses. No hard plastic items may be run through the press. These materials can severely damage the press roller and/or blankets and can cause injury in certain cases.
- No pin registration on the presses. The pins can damage rollers, blankets or tympan. Only advanced students with prior approval from the Print Shop Manager may use pins on the presses.
- Presses are shared between students. Always use the press with the knowledge that someone else will be using it immediately after you. Do not leave your registration grid on the bed, clean up any ink on the bed, in general be considerate of other's using the press.
- The press is a clean area. Your hands **MUST** be clean when touching the press and the blankets.

Chemicals/Solvents

- If you spill etchants, do not attempt to contain the spill. Leave the area, notify the studio manager/staff immediately so proper measures can be taken.
- We are equipped with 2 eye wash/shower stations in the shop. If you are splashed in the eye with anything, please flush eyes immediately at eye wash station. If you are splashed over your clothes with solvent or etchant use the shower to wash from skin and/or clothing. Please let us know if this happens and we can assist and advise you with any necessary first aid.
- When using ferric chloride make sure you are using copper or brass ONLY.
- When using ferric chloride, or any kind of chemical developer (soda ash) make sure you wear gloves and goggles.
- We have updated processes in the print shop to avoid using solvents. We use Soy Solv II and Dissolve* as solvent replacements. If you need to use solvents, respirators and gloves must be worn.
- Students may not set up or alter etchants or mix any chemical baths. If you feel that the baths are not working effectively, or certain baths are not prepared, please inform the staff (student workers or Print Shop Manager). In some cases we will pre-mix solutions that students may safely dispense.
- If you are using any dry chemicals or powders such as talc, soda ash, toner, any materials that can become air-borne, please wear a particle mask.

Paper Soak Area

- Paper soak and blotting area is a clean area. Your hands must be clean when you handle soaking paper, blotters, and the rolling pin. Violators will be severely reprimanded.

Screen Washout Booth

- Goggles and gloves must be worn when using the high pressure washer
- Wear gloves when using emulsion remover on screens

Screen Check-out

- Screens must be checked out. Each student may check out one screen at a time. There is a 2 week limit on screen checkout.
- Any screen found with a stencil in it that is not currently checked out will be reclaimed.
- Make sure you are familiar with all aspects of screen use. If you damage a screen you will be fined the cost of restretching the screen.

Spray Booth

- Please make sure that spray booth is actively drawing air before using. If it doesn't appear to be drawing air, let the Print Shop Manager know immediately.
- Wear a dust mask for acrylic materials and a respirator for any enamel spray paints used in the spray booth. Do not spray the walls of the spray booth or the room of the spray booth. Please test spray on newsprint or kraft paper. Please leave anything that has been sprayed with enamel or oil base paint in the fume hood after spraying to vent off fumes before taking item out of spray booth.

Outside Materials

- Only materials provided in the A + D Print Shop may be used. If you would like to bring in any outside material they must be approved by the Print Shop Manager.