

STUDIO MEMBER CONDUCT AND SPACE USE GUIDELINES

Studio renters have the freedom to work independently while sharing the studio with fellow artists in a professional manner. Renters are encouraged to interact with one another. The open and collaborative spirit of the studio depends on each person's willingness and ability to communicate. By following these guidelines when you are working in the shop, you will help keep the Sev Shoon Arts Center (SSAC) a safe, organized, and inviting place to work.

As a new renter, you will be asked to perform one studio clean-up when you join. A date will be assigned to you.

MATERIALS:

Renters are expected to supply their own plates, paper, tarlatan, hand tools, inks, gloves (except for press gloves), screens, brushes, sponges, photo emulsion, newsprint, and other miscellaneous supplies. Some of the studio supplies provided by SSAC include the presses, press blankets, acid, towels for blotting paper, tape, aprons, cleaning oil, solvents, rags, paper towels, hand cleaner, electric dremmel tool, hair dryers, etc. All items found in the studio are for renters use. Therefore, personal items should be stored away from general use. Sev Shoon is not responsible for materials left unattended. Class supplies are not for renters.

1. Datebook (in renters' lounge area, near stereo system)

Sign in upon arrival and departure.

2. Pick up after yourself when using the studio.

Discard paper and trash, place used rags in the proper containers, sweep up metal filings and wood/linoleum chips, and place all shop equipment and solvent/cleaning containers in proper storage areas. Help maintain common areas, such as bathrooms and lounge area. Please do not dispose of any food waste in our garbage cans. If you pack in food, please pack it out. Cleanliness adds GREATLY to the safety and overall functioning of the shop!

3. Presses

If you are uncertain about how to use any of the presses, please ask and we'll be happy to demonstrate. Please make sure that:

- you wear the press gloves whenever handling the blankets
- you place a blotter on top of your printing paper, to protect blankets. Newsprint is not an acceptable substitute.

4. Drying rack etiquette.

Please keep your prints in the racks only as long as it takes for them to dry, not for storage. Prints left on drying rack for more than necessary will be moved to a designated area. Unclaimed prints will eventually be recycled. Sev Shoon is not responsible for prints left unattended. Renters are asked to use bulldog clips to prevent prints from sliding in racks. Please do not use the clips specific to the ferric chloride tank.

5. Paper Soaking Trays

You may use large or small trays for soaking paper. Upon leaving, it is required that you squeegee all the standing water down the drain to prevent mold and scumming.

6. Paper Blotting

Roll table from under the soaking tray; towels are provided; clean towels are found in the tall cabinet near the renters' lounge. When done, hang damp or wet towels to dry along the metallic "fence" in the renters' lounge.

7. Ferric Acid Area – for copper only

PLEASE ALWAYS WEAR GOGGLES WHEN WORKING WITH ACID --- whether you are actually dipping your plate into the acid, removing it, or running water over it at the sink. The vertical tank's bubbler system can be turned on via the power strip near the tank. Ferric dripped on the floor should be mopped up immediately.

Make absolutely sure that:

- during etching, the lid to the ferric remains closed to prevent spills and evaporation
- no acid gets dripped onto the floor by using the vertical tray's lid to transport your plate from the acid to the water bath
- ferric chloride is contained in the far right sink. If middle sink gets contaminated, scrub immediately to avoid etching
- post-etched plates are dipped in a water bath (use photo trays on bottom shelf) to prevent ferric splash

Before leaving, you rinse out photo tray, mop around ferric area, and scrub sink with comet to prevent rust.

8. Spray Booth

If using any spray paint, spray adhesives, etc, renters are to use the spray booth. To activate: flip two switches above ferric tank. The light for the spray booth is located on the top upper right side of booth. All renters are responsible for providing their own spray paint. All cans should be removed from booth area when finished.

9. Rosin Aquatint Box

WEARING A CLEAN MASK IS COMPULSORY WHEN OPERATING THE BOX. Rosin is really toxic for your lungs, and must not be ingested.

10. Ventilation Table

Whenever using solvents, hard/soft ground, etc, you are required to work near the ventilation table with the switch ON. To prevent spillage and evaporation, keep all containers' lids closed when working as well as when stored. While working, keep rag on top of corresponding solvent. Please limit the use of solvents and other toxic materials.

11. Clean Up

Minimize the amount of oil-based ink in the garbage can to prevent spontaneous combustion. All cleanup is to begin with "dull rags". Once these rags are full of ink/solvents please dispose in larger "Spent rags" bin. *Please do not be wasteful with rags.*

Copper Plates:

- a. ink: Vegetable Oil, then Vinegar
- b. hard and soft ground: Odorless Mineral Spirit

Brayers:

- a. Vegetable Oil, then Vinegar. DO NOT USE SIMPLE GREEN OR SOYSOLVE. If necessary, use Mineral Spirit

Glass Tables:

- a. Save all unused ink in wax paper. Using a razor blade, gather ink leftover into a “dull rag”.
- b. Clean glass with Simple Green.
- c.

Pressbed:

- a. After each passage through the press, clean with Simple Green (spraying AWAY from the blankets)
- b. If needed, use some mineral spirit (in a rag), followed by alcohol (in a rag)

Little Blanket Squares

If you used any, wash them under water and leave them to dry in the stainless steel bowl near the left sink.

Tarlatan

If it is still usable, hang on the line above sinks, otherwise, discard in the garbage can.

Sinks

Prior to leaving the studio, scrub the sink(s) used for the day with Comet/Bon Ami.

Floors

Sweep any refuse (copper/acrylic shavings, paper, wood, chips, food, etc.) – brooms are found behind the door in the restroom.

Mop up around Ferric tank if used.

Be conservative with studio owned materials and supplies --- Recycle and reuse!

Take care not to waste expendable materials (such as rags, solvents, electricity, paper towels, etc.) This is a safer practice for the environment and helps keep costs low. Whenever possible, use rags until they are fully dirty. All used rags must be placed in rag cans. One can for slightly used rags that can be used again and the other can is for fully dirty rags to be disposed of.

Be safe.

Toxins can enter the body three ways: skin contact, inhalation, and ingestion. For your safety, food and drink should be consumed away from work areas. It is recommended that you wear gloves, mask and/or respirator whenever handling chemicals, cleaners, and solvents.

Be considerate when sharing the space

Be aware of the needs of other people working around you in the shop. Music (content or volume), the amount of time you need for a piece of equipment, the amount of space you take up with a project, and other personal work habits can directly impact fellow renters. We ask that you keep your number of outside visitors to a minimum. Please keep in mind that non-renters are strictly prohibited from operating or handling equipment (presses, rollers, etc.), using solvents and/or acid, or any printmaking related supplies. Different styles and work habits taken into account, renters who consistently interfere with others' ability to work, may be asked to alter their behavior, or leave the studio.

Press Etiquette

Despite work habits, no press should be monopolized. All presses are to be shared. Always wear clean gloves or have clean hands when handling the press and press blankets. (Each press is equipped with clean gloves for printing). Any substrate sent through the press should be beveled to ensure that the blankets and press roller will not be harmed. All presses should be left disengaged and blankets neatly

folded on press. The press bed should be left clean and free of fingerprints or ink.

Schedule of classes and events

SSAC offers a variety of classes, as well as other occasional events in the studio. Most of the time, renters are still welcome to come and work independently in the studio as long as they do not interfere with these activities. Occasionally, the studio may be unavailable. Schedule changes will be sent to the renters via email.

Computer use

The Mac in the renters' lounge is for everyone's use. No file can be saved on its desktop, please bring a CD or a memory stick.

Lights

There are two areas from which to turn lights on and off. Please familiarize yourself with those.

Door Code

There are several different door codes, and they get changed regularly. You will be notified of any upcoming change via email. For security purposes, please do not share yours with any other renter. If you forgot yours, call Sev Shoon at 206.782.2415.