

**A R T S COUNCIL OF
P R I N C E T O N**

PRINTMAKING STUDIO HANDBOOK

for Students, Renters, Instructors & Staff

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GENERAL INFORMATION

Conditions for Access

All students, renters or instructors may access the Printmaking Studio independently only after they meet the following criteria:

Students enrolled in Workshops, Classes and Courses		Renters & Instructors
<ul style="list-style-type: none">• Enrollment in Printmaking Workshop, Class or Course• Signed <i>Waiver Agreement</i> form on file	<i>and/or</i>	<ul style="list-style-type: none">• Successful completion of a Studio Access Orientation, offered by the Studio Manager <i>by appointment only</i>• Signed <i>Waiver Agreement</i> form on file• Signed <i>Renter & Instructor Acknowledgement Form</i> confirming understanding of all policies and procedures herein

Waiver Agreement

Before any student, renter or instructor is permitted to use the facilities, they must first sign a liability waiver provided as Appendix A. Students, renters and instructors will be required to turn in signed Waiver Agreements along with signed Acknowledgement Forms (see below) prior to accessing the studio. Once signed, the Waiver Agreement will be permanently on file in the Printmaking Studio and with the Studio Manager.

Acknowledgement Form

Renters and instructors are required to read and acknowledge their understanding of all policies and procedures outlined in this document. A signed Acknowledgement Form provided as Appendix B, must be submitted to the Studio Manager, along with a signed Waiver Agreement, prior to accessing the studios.

Code of Conduct

All students, renters, instructors, and staff are expected to always conduct themselves in a courteous and professional manner by observing and complying with the following:

- Treat each person with respect
- Value the learning experience
- Keep agreements made with Arts Council of Princeton
- Enter fully into the experience of working together, when necessary (such as workshops, classes and courses)

The following actions and activities are not permitted on the Arts Council of Princeton premises:

- Abusive or callous behavior
- Damage to Arts Council of Princeton's property
- Dishonesty
- Non-compliance with safety or security rules and procedures
- Intimidation or disruptive conduct
- Discrimination or harassment based on race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of sensory, mental or physical disability.

Failure to meet these expectations or other misconduct will result in disciplinary action up to and including termination of facility use.

STUDIO POLICIES & PROCEDURES *for Students, Renters, Instructors and Staff*

Beginning April 1, 2023, members of the Arts Council of Princeton can book full-day sessions for exclusive use of the Printmaking Studio.

Availability and Scheduling

Rental access to the Printmaking Studio is in accordance with the posted hours of the Arts Council of Princeton. The studio will be inaccessible when a class, course, workshop or rental is occupying the studio. Please note that availability is subject to change without notice. In order to access the studio as a Renter, you must be a member of the Arts Council of Princeton in good standing and have completed Studio Orientation with the Studio Manager. To schedule Studio Orientation, email the Print Studio Manager, printstudio@artscouncilofprinceton.org. **Renters who access the studio without orientation may be restricted from future facility use.**

Street or Paid Parking is available at a variety of locations within walking distance of the Arts Council. Students and Renters are **not** permitted to park in the Staff lot attached to the building during business hours.

Rental Payments

Renters must be a member in good standing of the Arts Council of Princeton. Renters must schedule and pay for studio time prior to arrival, via a non-public link provided at the completion of Studio Orientation. The studio is rented at a daily, six-hour rate of \$60/day for individual and exclusive use.

Equipment List

Renters will have access to:

Monotype, intaglio & relief printing

16x32" Stark Co. Etching Press, with felt and neoprene blankets: *for monoprint/monotype, intaglio, relief and collagraph processes; maximum print size 15x22"*

24x48" Glass Top Inking Surface, plus 6- 24x24" movable Plexiglas inking surfaces

18x24" Paper Soaking Vat, and blotting towels

30" Press Runners for Mounted Relief Blocks

12x18" Tympan for Relief Printing

Screen Printing

BaseLayr X1620 LED Exposure Unit, maximum screen size 16x20"*

6 - 18x12" Screen Printing Hinge Tables

1 - 24x24" Screen Print Hinge Table

Squeegees 6.5" – 14"

Inquire about screens available to Renters

**Larger screen exposures available by request; see Services*

Studio

15' uninterrupted collapsible counterspace

24x36" Drying Rack

Wooden Book Press with 10x17" Platen

Newsprint 9x12", 12x18" and 18x24"

Scissors, Blades, Rulers, T-Square, 24" Tear Bar, 24x36" Self-Healing Mat

Cleaning Chemicals for low-toxic oil-based and water-based clean-up

Room Air Purifier

Free Wi-Fi provided by Adana

A limited number of ink knives, brayers and miscellaneous tools (brushes, chipboard for plate-inking, tarlatan and phone book pages for plate wiping; reusable and disposable nitril gloves) are available.

Any materials, tools and supplies stored in the Printmaking Studio are property of the Printmaking Studio and should not be removed from the space. The Studio Manager has designated materials, tools and supplies for use in workshops by children and adults. Any workshop materials, tools and supplies removed from the Studio must be returned to the studio.

What to bring

You are renting the studio space and access to the press only. To our best ability, you will have exclusive use of the space for your rental. Renters should anticipate supplying their own:

Apron

Inks and Paper

Brayers, Ink Knives, Brushes

Plates & Blocks

Paper Towels

Any other material specific to your work

Limited on-site storage is available for long-term renters, at the determination of the Studio Manager.

Maintenance request

If you find any equipment that is not working properly, do not assume that we already know it is broken or not functioning properly. Likewise, if you are responsible for any equipment damage or disfunction, please leave a message for the Studio Manager with the Front Desk or via email (printstudio@artscouncilofprinceton.org). Following this procedure will ensure that equipment is repaired promptly. Do not attempt to use any equipment that is damaged.

Consideration of others

Be considerate of those around you.

Always clean up after yourself.

Take your cell calls outside of the studio, understanding that your call may disrupt another studio in the building as well.

Clean up

The Printmaking Studio is a community studio; we rely on all students, renters, instructors and staff to keep the studio neat and clean. When you are using the studio, it is your responsibility to clean up after yourself, ensuring the studio is ready for the next user. Cleaning instructions specific to your processes are posted in the studio and will be discussed at length by the printmaking instructor or during Studio Orientation.

If you are the last person in the room, please turn off the lights.

Storage

There is no storage available for students in the Printmaking Studio. Instructors should speak with the Studio Manager to determine storage space for multi-session workshops and courses. *Limited on-site storage is available for long-term renters, at the determination of the Studio Manager.*

Food Consumption

Food is not to be consumed in the Printmaking Studio. Liquids (like water, coffee, juice, etc.) must be in containers with tight-fitting, spill-proof, closable lids.

Staff Roles and Responsibilities

For general questions and to schedule a rental, please contact: Printmaking Studio Manager (printstudio@artscouncilofprinceton.org).

STUDIO SAFETY

Treat every process as if you will be doing it for the rest of your life. So many of the hazards in art are cumulative, protecting yourself starting the first time you engage in a process will ensure better health in the future.

Material Safety Data Sheets

Material Safety Data Sheets (MSDS) are stored within the red binder located in the Printmaking Studio. Chemicals and materials not listed in the MSDS binder cannot be stored or used in this space without the consent of the Studio Manager and the MSDS being added to the binder.

Accidents & Incidents

In the case of injury, disaster, or any other occurrence that presents a threat to the well-being of Arts Council of Princeton's inhabitants, call 9-1-1 immediately.

The First Aid Kit is located next to the sink in the Printmaking Studio.

For all other urgent matters, visit the Front Desk. The receptionist will relay your issue to the most appropriate staff person.

Mechanical Hazards

The printing press presents the most prominent mechanical hazard in the studio space. Please do not rest your hands on the press. Do not put your hands under the drum or between the press bed and the frame while the press bed is moving. Loose fitting clothing, apron strings and long hair should be avoided or tied back to reduce these hazards.

The press is not a table, cutting surface, buffet or working surface.

Chemical Hazards

The solvents used in a printmaking studio during printmaking processes can be hazardous to inhale or touch with unprotected skin. The Printmaking Studio, as a practice, will minimize the use of solvents in workshops and courses, and expects students, renters, instructors and staff to minimize use of solvents as well. The Printmaking Studio has ventilation and an air purifier, but is a small, contained space. The vents and the air purifier can help to rid the area of the fumes caused by these substances. If you are concerned about long term exposure or chemical sensitivity, consider using charcoal respirators rated for solvents (not provided). It is recommended to wear appropriate gloves when handling inks or solvents to avoid absorption through the skin.

Solvent Handling

All solvent containers are labeled and correspond to a series of posters hung in the studio regarding their approved uses. **Absolutely NO solvents, inks, oils or chemicals are to be put in the sinks.**

Studio, Tool & Material Clean-Up

To avoid undue exposure to solvents, *most* oil-based cleaning should be done with Vegetable Oil followed by a degreasing agent (Windex, Dish Soap and Water, Alcohol). Water-based cleaning should be done with dish soap and water. Refer to posted signage regarding specific cleaning procedures. Waste solvents, inks, oils, or chemicals should not be poured down the drain. Dirty rags, inked newsprint and solvent- or ink-saturated items should be placed in the RED trash can for proper

disposal. Cleaning instructions specific to your processes are posted in the studio and will be discussed at length by the printmaking instructor or during Studio Orientation.

SERVICES

Technical Assistance

The Arts Council of Princeton offers Technical Assistance by the hour. Students, renters, instructors and staff can schedule one-on-one or small group (up to three artists) private lessons to begin a project, learn a new technique, and seek technical advice and assistance on a project with our Studio Manager.

We offer Technical Assistance in:

- Intaglio (Etching, Drypoint, Collagraph, Mezzotint, Alternative Plates)
- Relief (Woodcut and Linoleum, Alternative Plates)
- Screen Printing
- Monoprint/Monotype
- Book Arts, Book Binding
- Papermaking

Technical Assistance is available to individual Renters at a fee of \$60/hour, which includes studio rental and must be purchased in a minimum of two hours. Small Groups (up to three artists) receive technical assistance at a fee of \$100/hour, which includes studio rental and must be purchased in a minimum of two hours. Materials provided by the Print Studio required for Technical Assistance may incur additional costs.

Please review the Studio Policies & Procedures for more information on what to expect when you rent the Printmaking Studio. For more information, contact our Studio Manager, (printstudio@artscouncilofprinceton.org).

Contract & Edition Printing

The Arts Council of Princeton offers contract printing. Interested artists can facilitate the printing of fine art editions with our staff of printmakers. Fees are based on individual projects; *for more information, contact our Studio Manager, (printstudio@artscouncilofprinceton.org).*

We offer Contract Printing and Edition Printing in:

- Intaglio (Etching, Drypoint, Collagraph, Mezzotint)
- Relief (Woodcut and Linoleum, Alternative Plates)
- Screen Printing
- Papermaking, Book Art/Book Binding *available by request*

Screen Printing Exposure Services

Artists who work in screen print processes can now choose to have their screens made at The Arts Council of Princeton. Via a drop-off appointment, we will coat your screens, expose your provided stencils, and prepare your screen for printing. Maximum screen size 24x36". Please allow for up to a seven-day turnaround.

Do not have a screen? We'll provide one for you with your images ready to print. Please allow for up to a 14-day turnaround, as an appropriately sized screen may need to be ordered.

Fees are based on screen size and screen availability. For more information, contact our Studio Manager, printstudio@artscouncilofprinceton.org

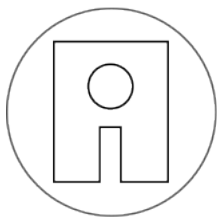
EQUIPMENT USE

Stark Press Company Etching Press, 16x32"

The Stark Press Company Etching Press is designed for a variety of etching and intaglio techniques such as engravings, aquatints, mezzotints and drypoint as well as monotypes, woodcuts, collagraphs and linocuts.

- Use press only after receiving proper instruction for safe operating procedures from Studio Manager or Instructor.
- Always use caution and common sense when operating press. When operating a printmaking press, always think before action is taken.
- Dress appropriately (as listed above) when operating press.
- Always consult a Studio Manager or Instructor if there is a question about press operation.
- Children are not to use the press without strict supervision.

**INFORMATION IN THIS HANDBOOK IS SUBJECT TO CHANGE,
ORALLY OR IN WRITING, AT ANY TIME.**



ARTS COUNCIL OF PRINCETON

Appendix A: Waiver Form WAIVER AGREEMENT for all studio users

INSTRUCTORS: PLEASE PLACE COMPLETED WAIVERS YELLOW BINDER.

FOR ALL PRINTMAKING STUDIO USERS:

There is an element of risk inherent in participating in artistic processes, handling artistic materials, and operating machinery. The Arts Council of Princeton takes every precaution to ensure the safety of our Printmaking Studio users. Being an equipment-intensive facility, it is important for users to understand that this equipment can be dangerous if used improperly and/or without supervision. The following Waiver Agreement must be signed in order to participate in any educational printmaking program at the Arts Council of Princeton or to use the facilities as a Renter.

In consideration of my participation in the educational printmaking programs and/or use of the facilities as a Renter, I hereby discharge and forever hold harmless the Arts Council of Princeton, its Board, staff, volunteers, and all agencies whose property and personnel are used as part of Arts Council of Princeton's educational printmaking program and any sponsoring, co-sponsoring or funding agency(ies) or individual(s) for responsibility for any injury, illness, death, damage, loss, accident, delay or irregularity which may be occasioned for any reason whatsoever during the course of my participation. I certify that I am physically able to participate in all the activities for which I am enrolled. The Arts Council of Princeton assumes no responsibility for losses or additional expenses due to influences beyond our control.

__ I also give my permission for Arts Council of Princeton to use without limitation or obligation: photographs, film footage, tape or video recordings which may include my image or voice. *(Optional)*

I have read and agree to the policies and guidelines set forth in the Printmaking Studio Handbook. I understand that failure to abide by the policies and guidelines may result in cancellation of my usage privileges. I further understand that damage to equipment and/or facility due to misuse or negligence will be my financial responsibility.

PLEASE PRINT

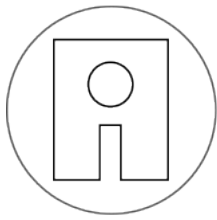
Name: _____
Address: _____
Course Title: _____
Instructor: _____

CONTACT IN CASE OF EMERGENCY

NAME: _____
PHONE #: _____
SIGNATURE _____ DATE _____

(for youth under 18, parent or guardian name and signature on waiver required)

**FACILITY USERS UNDER 18 YEARS OF AGE MAY NOT PARTICIPATE
WITHOUT THE SIGNATURE OF A PARENT OR GUARDIAN.**



**A R T S COUNCIL OF
P R I N C E T O N**

**Appendix B: Acknowledgement Form
ACKNOWLEDGEMENT FORM
for all studio renters**

RENTERS: PLEASE PLACE COMPLETED WAIVERS YELLOW BINDER.

RENTER & INSTRUCTOR ACKNOWLEDGEMENT FORM

The Printmaking Studio Rental program at the Arts Council of Princeton is designed to help practicing artists by offering affordable access to shared studio space and equipment.

All of us at the Arts Council of Princeton go to great lengths to maintain the studios and make sure that they are being used properly. As a new Printmaking Studio Renter, you now share in that responsibility and we expect that you will treat the facilities with the highest level of care, adhering to all of the standards set forth in the Printmaking Studio Handbook.

As a Renter with studio access privileges, you are required to read each section of the Printmaking Studio Handbook and comply with its directions. Should you have any questions or concerns about any of the information provided, please discuss them with the Studio Manager. Once you are certain that you understand all of the requirements set forth in the Handbook, sign the Acknowledgement Form below and turn in the form with your Waiver Agreement prior to your first studio access.

By signing below, I hereby acknowledge that have read the Printmaking Studio Handbook in its entirety. I assert that I understand the policies, practices and procedures described herein and I commit to consistent and complete compliance. I assert that should any questions, concerns or uncertainty arise during my time as a Renter, I will contact to Studio Manager or appropriate person(s).

Studio Artist Name (Print)

Studio Artist Signature

Date

INTERNAL USE ONLY

- o Waiver Agreement
- o Acknowledgement Form
- o Studio Access Orientation, ___/___/___

approved by _____