

University of Dayton
Department of Art + Design - Studio 238

Graphic Design
Photography

Studio 238 Policies Handbook

University of Dayton

Department of Art + Design- Studio 238

Graphic Design

Photography

Pages: 1-2 Studio 238 Usage Policies

Pages: 3-4 Media Checkout Policies

Pages: 5-7 Health and Safety Policies

Pages: 8-9 Lighting Studio Policies

Usage Policies

The following policies are to be followed at all times while in Studio 238. These policies are intended to create a clean, comfortable, and communal environment that will foster an atmosphere of learning. We should all take care to maintain our facilities.

Please read the following carefully. All faculty, staff and students utilizing the facilities in Studio 238 are required to sign and return an acknowledgment that they have read and understand the Usage Policies of Studio 238.

Policies for use:

- 1) Food and drink are permitted in the lounge area. Drinks are permitted in the Studio 238 common areas, rooms 238R and 242.
- 2) No food or drinks are allowed in to the computer labs or photography labs.
- 3) You may store personal or research materials in designated areas only. These areas include lockers and flat files.
- 4) Clean up any mess that you have made after each work session.
- 5) Report any damage, malfunctioning tools or other problems to the Lab Monitors.
- 6) You may not remove equipment from premises without properly notifying lab monitors. Lab Monitors will check out all items.
- 7) Changes in software, or equipment configuration are only to be made in consultation and cooperation with the Digital Media Facilities Coordinator. Under no circumstances are you to attempt to modify or hack the computers within Studio 238. If you do not abide by this policy your lab privileges will be revoked.
- 8) You will not mark, mar, puncture, nor destroy any part of Studio 238. This includes every wall, floor, tabletop, piece of furniture, or room within the facility. You will not display or hang anything except in designated areas.
- 9) When using an exacto knife you must use a cutting mat designed for such a task.
- 10) Spills should be cleaned up immediately and reported to a Lab Monitor.
- 11) Any injuries whether they are minor or major, will be reported to Lab Monitors, who will then contact UD Public Safety & Police. In the case of major injuries DIAL UD PUBLIC SAFETY!! x92121 (campus phone) 1-937-229-2121 (non-campus phone)! When in doubt DIAL 911! First aid kits are located throughout the department: Monitors Desk, 238 Common Area, Photo Common Area, 238R, & 242.

12) The Lab Monitors will close the facilities at the designated time. You may not stay in the Lab areas after open lab hours and a Lab Monitor is not present. If you do not vacate the labs when asked, your lab privileges will be revoked.

13) Students need to keep areas clear and free of debris that may impede on someone walking through a space or otherwise moving throughout Studio 238.

14) Common areas in Studio 238 are open 24 Hours a day.

15) Studio 238 is monitored via Security Cameras. Every room in the Studio 238 area (excluding restrooms) is monitored 24 hours a day 7 days a week.

* These policies apply to everyone who utilizes Studio 238; including students, staff, and faculty. Failure to follow these policies will result in your lab privileges being revoked.

University of Dayton
Department of Art + Design- Studio 238

Media Checkout Policies

Please read the following explanation of rules and policy regarding checkout of

equipment from the Media Checkout area.

1.) All students must present a valid UD ID in order to check out media or otherwise utilize the Media Checkout services. All students must fill out an appropriate Media Checkout Form to be kept on file.

2.) Media Checkout form must be completed and submitted online by the third Thursday of each semester.

If students do not have their forms on file, they will not be allowed access to any equipment or media within the Media Checkout Area.

3.) Equipment is not to be checked out unless the student has already received instruction in the use of the equipment from a teacher or lab monitor. If the student is unsure of any aspect of the equipment or its operation, they should ask their instructor or a lab monitor for a review.

4.) Certain items will be available for checkout on a priority basis to students, at the discretion of the department.

5.) Each time equipment or media is checked out, it will be logged into a computer based cataloguing system.

6.) Each student is fully responsible for loss or damage of equipment while in his or her possession. It is the student's responsibility to make sure that all equipment is in proper working condition prior to leaving the media checkout area.

7.) The student is never, under any circumstances, to loan the equipment to anyone at any time. All transfer of equipment must be handled through the Media Checkout area. Only the student whose name the equipment is checked out under is responsible for the equipment until it is returned to the media checkout desk and marked returned.

8.) It is the student's responsibility to confirm the exact date and time that the equipment will be returned.

9.) All of the various media that the students have access to have a **two-day** check out period. However, you may call the Media Checkout desk and ask if you can extend the due date of the item you have checked out **FOR ONE EXTRA DAY**. The phone number to the media checkout desk is 937-229-2206

PLEASE UNDERSTAND THAT THE FOLLOWING PENALTIES WILL BE STRICTLY ENFORCED IN THE EVENT OF AN INFRACTION OF THE ABOVE CHECKOUT POLICIES:

1.) Late return of equipment (failure to show up at the due date and time for

return) will be noted.

2.) If you are late returning an item three times during a semester, it will result in a one-week suspension of checkout privileges.

3.) If you habitually turn in equipment or media late, it will result in revocation of checkout privileges for the remainder of the semester.

4.) Each subsequent day that equipment is late will be counted as an individual late I.E., if you return something three days late, that constitutes your three late days.

5.) If unforeseen circumstances* arise, and students cannot return their equipment on time, they need to inform the media checkout area. However, phoning in does not necessarily absolve the student from being late.

Messages can be left via e-mail at cchema1@udayton.edu or you can contact a Lab Monitor at 1-937-229-2206 or via e-mail at cpcstudio238@gmail.com

6.) Transfer of equipment from one student to another without following correct checkout and return procedures will result in revocation of Media Checkout privileges for the remainder of semester.

7.) Failure to resolve issues regarding lost or damaged equipment will result in suspension from the media checkout area, as well as a hold being placed on future UD registration, grades, or graduation. Habitual mistreatment of, or damage to equipment while in student's care will result in permanent revocation of media checkout privileges.

* Please treat the equipment as if it were your own. If you are unable to adequately safeguard the equipment, please do not check it out.

* The above rules apply to all Media Checkout users!

University of Dayton **Department of Art + Design- Studio 238**

Health & Safety Policies

The Department of Art + Design at UD has tried to minimize safety and health problems in the lab as much as possible but, because of possible risks associated with exposure to some of the chemicals and materials used in the lab, it is important that each student using the lab develop an awareness of how to handle equipment and chemicals in such a way that no one is endangered.

Please read the following carefully. All faculty, staff and students enrolled in

photo classes or otherwise utilizing the labs are required to sign and return an acknowledgment that they have read and understand safety procedures and the risks associated with the use of any of the facilities in Studio 238

Darkroom Area:

- 1) Since nearly all of the chemicals used within the darkroom environment can cause eye burns, it is very important that you use caution. If for some reason eye contact with chemicals occurs, flush eye thoroughly at eye wash station.
- 2) Aprons are strongly suggested (but not required) when handling chemicals. Since many of the chemicals used in the darkroom can be hazardous, contact and absorption through skin should be minimized or eliminated. Skin contact with chemicals may also cause burns, irritations or allergic reactions. Should contact with skin occur, wash affected areas with plenty of soap and water. (Common sense would therefore dictate that you shouldn't put your bare hands in any of the trays or beakers of chemicals)
- 3) Pregnant women should consult with their physicians before any activity in the darkrooms. Exposure to darkroom chemicals can be potentially toxic to the embryo or unborn children. Please consult with a physician for more information.
- 4) Make sure that darkroom ventilation fans are turned on. The fumes from photographic chemicals can be hazardous if they accumulate in an enclosed space. When working in the darkroom, always know where the exhaust vent is located. Trays in the Darkroom should be covered when not in use in order to minimize vapor buildup.
- 5) **NO FOOD OR DRINKS ALLOWED IN THE DARKROOM!** Since chemicals used in the darkrooms create airborne fumes, vapors and mists, any food or drinks brought into the darkroom environment can quickly become contaminated, meaning as you ingest your food, chemical toxins are also ingested. Ingestion can cause liver and kidney damage.
- 6) Anyone with pre-existing skin disorders, respiratory problems, eye problems, or impaired liver or kidney problems should consult with their physician before continuing any activity within the darkroom.
- 7) You should have a hand towel with you while working in the lab and you should take care to dry your hands before handling the enlarger or any electrical equipment.
- 8) Keep your hands away from the dry mount press or mounting iron when they are heated. Exercise extreme caution when using mat knives or exacto blades.

Studio 238:

- 1) Only art and design supplies and materials are allowed in Studio 238.
- 2) All Labs and corridors should be kept clear of all debris. Nothing is to be hung, mounted, or installed in any area of Studio 238.

- 3) Smoking is not permitted anywhere in the CPC building.
- 4) Alcoholic beverages are not permitted in the CPC building.
- 5) When using any cutting tools be sure to use caution and only cut on the cutting mats that are provided in the lab and common areas. Never cut on the tabletops unless protective mats cover them.
- 6) No student will use encaustics inside of the building!
- 7) A maximum of one extension cord will be used in each outlet. Never overload electrical circuits. Keep cords dry at all times and store them when they are not in use.
- 8) Spraying any kind of adhesive or spray paint is not permitted in the labs or common areas. Spray adhesive may only be used at the spray booth station.
- 9) No solvents or flammable materials are allowed in the CPC or Studio 238.
- 10) You may not store your bike inside of the CPC building or in Studio 238, there is a bike rack outside of the main entrance.
- 11) Do not climb on top of any countertop, table, or chairs. We have step ladders available for use with the assistance of a lab monitor.
- 12) Throughout Studio 238, *all* spills should be mopped up immediately.

*All students, faculty and staff are expected to read and understand all of the risks and procedures outlined in this document. Failure to comply with any of the policies outlined above will result in loss of lab privileges.

*A full disclosure of the hazards associated with the chemicals used in the photo lab is available in both the lab and the media cage for your inspection.

University of Dayton

Department of Art + Design- Studio 238

Lighting Studio Policies

- 1) Anyone wishing to use the Lighting Studio must first receive authorization and be checked out on the equipment by the Photography Area Faculty.
- 2) Students must sign up in advance in order to gain access to the Lighting Studio. There is a sign-up sheet at the lab monitor desk. Students are limited to two four-hour blocks of time in the Studio per week. Exceptions are made only by approval of the Photo Faculty. The lighting studio will not be available during scheduled class times.

3) At the end of a session, all lights should be unplugged and all equipment returned to its proper position: All lights should be returned to the appropriate area with their cords rolled up and secured, any equipment checked out from the Media Checkout area should be returned. You will also need to checkout with a Lab Monitor.

4) Do not tear any of the seamless paper. If you need to remove a piece of paper, cut it with a pair of scissors. Do not leave rough jagged edges on the rolls.

5) When finished with the seamless paper rolls, re-roll the paper back onto the rolls. Do not leave the paper unfurled.

6) Do not, for any reason, ever remove any of the equipment from the Lighting Studio. Removing equipment from the studio will result in the immediate loss of access to the Lighting Studio.

7) When you are finished with the Lighting Studio, throw out any trash and remove any clutter from the room. Be sure to move the tables back to their original positions and place the chairs under each table. The Studio should always be left in as good condition as you found it, if not better.

8) Absolutely no food or drink is allowed in the Lighting Studio. If food or drinks are brought into the studio, your studio use privileges will be revoked.

9) The Lighting Studio is to be used by approved students only. Those students who have already taken the prerequisite classes VAP320 and/or VAP321 (Studio Lighting I & II) or have been preapproved by a faculty member, all other students must be monitored to use equipment in the studio (either by a faculty member or the Media Facilities Coordinator)

10) Violations will result in the loss of privileges.

11) Be conservative with extension cords and do not overload the outlets by plugging multiple cords in to one outlet.

12) Power cords should have plenty of length, so that they do not become a trip hazard.

13) Do not force the equipment. If you are unsure about a specific piece of equipment, then do not use it until you consulted with a faculty member.

14) Never work in the lighting the studio with wet shoes or clothes that are dripping wet. Also, never use the lights in or around standing water.

15) Allow adequate time for set up and break down of equipment. Hot lights MUST be given AT LEAST 15 minutes to cool.

* These policies apply to everyone who uses Studio 238, including students, faculty, and staff. Failure to follow these policies will result in your lab privileges being revoked.

University of Dayton

Department of Art + Design- Studio 238

Media Check-Out/Monitor Hours of Operation-Spring 2019

Monday	8:00AM to Midnight
Tuesday	8:00AM to Midnight
Wednesday	8:00AM to Midnight
Thursday	8:00AM to Midnight
Friday	8:30AM to 4:30PM

Saturday	11:00AM to 7:00PM
Sunday	4:00PM to Midnight

Important dates:

Monday September 2	CLOSED LABOR DAY
Wednesday October 9	8:00 AM to 9:00 PM MIDTERM BREAK BEGINS
Thursday October 10	*9:00 AM to 4:00 PM MIDTERM BREAK
Friday October 11	*9:00 AM to 4:00 PM MIDTERM BREAK
Saturday October 12	CLOSED MIDTERM BREAK
Tuesday November 26	8:00 AM to 9:00 PM * THANKSGIVING
Wednesday November 27	9:00 AM to 4:00 PM * THANKSGIVING
Thursday November 28	CLOSED THANKSGIVING
Friday November 29	CLOSED THANKSGIVING
Saturday November 30	CLOSED THANKSGIVING
Friday December 6	CLOSED CHRISTMAS ON CAMPUS
M-F, December 9-13	FINALS WEEK

Studio 238 will close for the semester on Friday December 13th, 2018 at 4:00 PM.

**Schedule is subject to change, talk to Carrie to double check the schedule if you would like to work in the lab on these dates.*

24-hour card access is granted to students enrolled in Art + Design courses for Studio 238 common areas and room 238R, all other rooms (including the Darkroom) are not to be open and in-use after hours