

# VISUAL ARTS LAB USE POLICIES AND PROCEDURES

Students must be currently enrolled in a Visual Arts Photography or Print Media classes with a validated ID card and proof of enrollment to use the labs. Visual Arts majors not enrolled in Photography or Print Media classes may pay the Lab Fee and use the Labs. Certain labs are available for advanced student use at the discretion of the Lab Staff Manager. All reservations for labs must be made through the manager.

Art Print, located in Fine Arts room 345, is the Visual Arts print service center for VC2 printing service, Print Media lab materials and large format printing. Please see our website at [artprint.umbc.edu](http://artprint.umbc.edu) All students are responsible for reading and understanding these policies.

Check the website [artprint.umbc.edu](http://artprint.umbc.edu) for updates

## IMPORTANT NUMBERS

Lab Manager, Bryan O'Neill

410 455-2141 / [boneil3@umbc.edu](mailto:boneil3@umbc.edu)

### Safety

Food or drinks are not allowed in any of the labs in the Photography or Print Media areas. Consuming food or drinks in labs can pose a serious health risk from chemical contamination.

Please do not leave your belongings unattended. Thefts have occurred every semester from classrooms and labs. Report any theft to the UMBC Police at 410 455-5555

## LAB POLICIES AND PROCEDURES

The Lab Fee is collected through the Art Print office. Lab fees are payable only through the UMBC Campus Card. Add money to your card through the kiosk next to the CommCenter or do it on-line at myUMBC - Business Services - Manage Campus Card.

The following consists of Lab policies and procedures, which each student should read carefully and be aware of. Refer back to these policies for reference during the semester.

### I. Photography Lab

- A lab fee is assessed for all students enrolled in Visual Arts lab courses and is added to their bill through the bursar's office. The fee covers the supplies that are used in common in the lab.

- Students who have taken Photography or Print Media courses, but are not presently enrolled in one for the semester, may pay the lab fee and use the labs once authorized by the lab manager.
- Some advanced student in Photography production classes may be granted card swipe access to the Photo Lab after open hours. The ventilation system for the darkrooms have downtime from 11pm to 7am. No chemical processing is allowed during this downtime. Students using this access will agree to clean up areas used, turn off all equipment and turn off running water baths before leaving.

## II. Laser and Inkjet Printers

- VC2 students will submit files for printing to [photobox@umbc.edu](mailto:photobox@umbc.edu). Advanced students can use printers in FA 216 or FA 348 using their own paper and paying for ink. Art Print is Visual Arts print output bureau for large format printing. Check out [artprint.umbc.edu](http://artprint.umbc.edu) for submitting work for printing.
- Both the Photo and Print Media labs have printers that are only to be used by students in those classes. These printers require users to supply their own paper and their ink use is charged according to their media size.
- Laser printer in FA 216 are for the use of students in Print Media courses.
- The wide format Epson printers in FA 348 are for the use of Photography students in 300 level or above courses.
- **Under no circumstance should a power clean be performed on these printers.** Please report to the lab supervisor if the head is still clogged after 3 head cleanings.
- Any student found tampering with the printers or print payment equipment will be evicted from the lab and banned for the remainder of the semester.

## III. Loan of Tools or Equipment

- Cameras and equipment is signed out through the Visual Arts Production Center (VAPC) in FA rm 220. Some small tools for Print Media and Photo classes will be signed out for the semester or extended period of time through the Art Print office. When equipment is checked out, students will fill out a contract describing the equipment being borrowed, with their printed name, phone number and signature.
- You are totally responsible for all equipment checked out through the action of your signature. It is understood that all such equipment shall be returned in the same proper working condition as it was issued. Take the time to check your equipment before you leave the VAPC.

## IV. Penalties

**Abuse or disregard for the above policy could result in suspension of the use of the Visual Arts facilities for the rest of the semester. If the student fails to follow our policies they will be warned. After multiple warnings they will lose the privilege of work in Visual Arts labs at UMBC.**