



## Darkroom 2

**Shelley Wood, Instructor**

### **SUPPLIES FOR FIRST DAY OF CLASS**

- 2-20 rolls of black and white already processed film with contact sheets. You can make your own contact sheets in class too . Shooting new rolls of film through out the course is expected but not necessary
- Some type of portfolio box to hold your work
- A lupe or magnifying glass

### **PHOTO PAPER**

- 8x10 RC , any surface is fine- glossy ,matte etc..... any brand i.e.: Ilford .Kodak Arista for contact sheets and work prints.
- 8x10 or 11x14 fiber base paper for final prints.- not needed for the 1<sup>st</sup> day of class
- Small quantity packages are good if trying several different types or brands. Boxes of higher quantities are more cost effective. The total amount of paper will vary greatly for each student, but one box of 100 sheet RC multigrade pearl and one box of 50 sheet fiber base multigrade will go a long way.

### **MISC**

- Can of compressed air (such as "Dustoff")
- Students should bring paper and pen to take notes.
- **Note: do not purchase any type of "photographic" inkjet papers.**

### **OPTIONAL**

Discussed in class: Window mats available from low cost to better higher quality later in the class.

**Other supplies may be added as the course progresses, as suggested by the instructor.**

**PLEASE KEEP YOUR RECEIPTS IN CASE THE CLASS IS CANCELLED OR TO RETURN UNUSED SUPPLIES!**

### **SUPPLY STORE(S)**

**Precision Camera** 3810 North Lamar Boulevard, 512-467-7676

**Holland Photo:** 1700 South Lamar, Ste 327, 512-442-4274

**University Co-op** 2246 Guadalupe, 512-476-7211

### **Cancellation & Refunds**

Program attendance is the responsibility of the participant. Failure to attend a class does not entitle a participant to a transfer, make-up, prorate or refund. Registration fees are refundable in full only if the Arts School has cancelled the class.

Registrations cancelled with at least 7 days advanced notice may be issued a refund; minus a \$35 non-refundable deposit. If the receipt amount is \$35 or less, the refund will be half of the class fee. No refunds are issued for registrations that are cancelled without 7 days advanced notice. Refunds are issued to the charging credit card, by check from the City of Austin (please allow 4 - 6 weeks for processing) or you may apply the credit to your account; which may be used by any immediate family member for any program offered at the Dougherty Arts School for up to one year. Please note that refunds under \$10 will only be made to the charging credit card or to credit your account. We are sorry that we are unable to process refund checks under \$10 at this time. There is a \$25 cash fee on all returned checks.

# DARKROOM STUDIO POLICIES

**Initiated:** 8/30/2004

**Revised:** 10/10/2011

**Instructors are required to hand out these policies at the beginning of each session and are also required to go over the policies by the second class day.**

**PURPOSE:** To establish standard operating procedures for the Dougherty Arts School Photography Studio in order to insure the safe and proper operation of equipment, promote a safe work environment; identify and raise awareness of any potential hazards and insure tasks are performed in a consistent and effective manner.

**SCOPE:** Any Parks and Recreation Department employee responsible for performing tasks, functions or activities associated with this standard operating procedure.

**SUPERVISED OPEN STUDIO** – Refer to class listing to enroll in this program. Only students enrolled in a photography class at the art school may sign up for open studio. This studio is always supervised. No student may use the photo studio without supervision.

**ATTENDANCE** – Program attendance is the responsibility of the participant. Failure to attend does not entitle a participant to a transfer or a refund. Make-ups are NOT available for absences. Fees will not be prorated for absences. Due to safety factors, CHILDREN ARE NOT ALLOWED in classes or supervised studio hours. Individuals registered in photography classes cannot bring children or friends into the studio to observe, learn photography darkroom procedures, or allow them to use any of the equipment without registering the individuals into the classes. Students age 15 -17 years may register for classes with the approval of the Arts School Office and must have a parent/guardian sign a waiver release form, which must be on file in the office.

**PERSONAL BELONGINGS:** DO NOT bring any valuable items to class. The Dougherty Arts Center is not responsible for lost or stolen property.

**SUPPLIES:** Students must provide their own photographic supplies such as cameras, film and paper. The Arts School provides basic darkroom equipment, safety supplies, cleaning supplies and photographic chemicals.

**WET SIDE / DRY SIDE:** The photo studio has a WET SIDE that consists of a long sink, chemicals and water. This is for film and paper development only. All wet materials shall stay on the wet side of the studio. The DRY SIDE of the room consists of enlarging stations, enlargers and tools for exposing photographic papers. NO WET ITEMS SHOULD BE PLACED ON THE DRY SIDE AT ANY TIME. Also, students and instructors should always wear a towel to wipe wet hands before using any equipment on the dry side.

**CLEAN UP:** Each student is responsible for cleaning his/her area. Turn off all electrical equipment; put away enlarger tools, supplies, easels and other printing equipment. The instructor is responsible for disposing of used chemicals properly. Students may help wash out the chemical trays (while wearing safety goggles and gloves) and cleaning up the wet area. The instructor/studio manager will turn off the lights and lock up. Please be considerate of closing hours and allow time for cleanup.

**PHOTOGRAPHS OR STUDENT SUPPLIES LEFT AT CLASS CONCLUSION:** Unless special arrangements have been made with the Studio Manager or instructor, photographs and supplies owned by students left after the end of a session will be removed and/or recycled back into the studio. The City of Austin is not responsible for personal property.

**NO FOOD OR DRINKS ARE ALLOWED IN THE PHOTO STUDIO OR DARKROOM:** Students may use picnic tables in the Dawson Street courtyard for eating. Snack and vending machines are available for student use. No change is available in the Arts School Office.

**CONSUMPTION OF ALCOHOL:** The studio / classroom environment contains potentially dangerous materials and equipment. DAC students, staff, instructors and contractors should not consume alcohol before or during class. Possession or consumption of alcoholic beverages is prohibited in all areas of the Dougherty Arts Center except the Julia C. Buttridge Gallery under special circumstances. Alcohol will only be available in the Gallery if the renter or organization **hosting the event** provides alcohol for consumption to the general public, has provided liability insurance and an alcohol license; and the Parks Department Director has given approval. No alcohol may be taken from the gallery into the studio / classroom or other areas of the Dougherty Arts Center.

**MATERIAL SAFETY DATA SHEETS (MSDS):** A notebook listing all chemicals used in the Darkroom is available for student use. MSDS contain the makeup chemicals used and safety information.

# DARKROOM POLICIES CONTINUED

**PHOTOGRAPHIC CHEMICALS:** An approved list of chemicals is posted in the Material Safety Data Sheet (MSDS) notebook in the photo studio and the registration office. MSDS sheets list chemical properties, proper use, safety precautions, and first aid procedures. DAC School instructors and studio managers are the ONLY persons allowed to mix chemicals in the photo studio, and will wear safety goggles and gloves when doing so. All chemical containers will be properly marked with chemical name and date of mixture. Instructors and studio managers are also responsible for the safe disposal of chemicals. Refer to the MSDS for instructions on how to dispose of chemicals. All photo chemicals will be in liquid concentrate form. No powdered chemicals shall be used in the photo studio. **NO OUTSIDE CHEMICALS ARE ALLOWED WITHOUT PRIOR APPROVAL BY THE SCHOOL ADMINISTRATION.** All requests to use outside chemicals must be in writing and include a copy of the MSDS.

**WORKING WITH CHEMICALS:** All students and instructors/studio managers will use proper safety procedures when handling chemicals for film or photographic papers. Wear safety goggles, use gloves for mixing, and use tongs for handling papers while in the developer, stop bath and fixer. Do not immerse your hands in any chemicals. **IT IS NOT ADVISED THAT PREGNANT OR NURSING WOMEN BE IN CONTACT WITH PHOTOGRAPHIC CHEMICALS.**

## **BLACK AND WHITE CHEMICALS ALLOWED**

- Developer: Use only metol/hydroquinone developers or the less toxic phenidone/hydroquinone developer.
- Reuse chemicals. Neutralize with stop bath or citric acid before disposal.
- Stop Bath: Use water only, no acetic acid.
- Fixer: Use low acid fixers instead of high sulfur dioxide rapid fix.
- Reducer: Use only Farmer's reducer.
- DO NOT USE: Intensifier or toners
- Hypo Eliminators: Use water or hypo clearing agents

## **COLOR CHEMICALS ALLOWED**

- DO NOT USE Developer (phenylene diamine developers) or Formaldehyde
- Solvents: Use only low solvent color processes.

## **BLUE PRINTING CHEMICALS ALLOWED**

- Fixer: Use dilute hydrogen peroxide instead of dichromates for fixing.

## **SAFETY PERSONAL PROTECTION EQUIPMENT:**

- CLOTHING – Students should wear comfortable clothing. Students should provide an old shirt or smock to protect clothing.
- SAFETY GOGGLES & GLOVES: are provided in the lab for mixing of chemicals. Only instructors are allowed to mix chemicals.
- SAFETY TONGS: are provided for all students to use with chemical baths. **DO NOT PLACE YOUR HANDS DIRECTLY IN THE CHEMICALS AS THIS COULD CAUSE CONTACT DERMATITIS.**
- EYE WASH: a portable eye wash solution is available at all times in the photo lab.

## **STUDIO ACCESS**

- The studio/classroom is only open and available when there is a class or open studio in session. The studio can not be used with out supervision when it is closed.
- If you arrive early and another class (not your class) is in session, please do not enter the studio out of courtesy for students that have paid for their time slot. Questions about class times can be directed to the registration office, program specialist or found online.

## **DARKROOM ETIQUETTE**

- Any wet print or test strip being carried out of the darkroom needs to be carried in a viewing tray. These trays are only for prints coming directly out of the fixer.
- All personal belongings including paper, negatives, etc. need to be removed out of the darkroom at the end of each class.
- **Cell phones need to be turned off in the darkroom.**
- Tongs must be kept with their designated tray. If tongs are accidentally placed in the wrong tray, tell the instructor or lab monitor immediately so they can be washed.
- Dry and wet materials must stay in the designated areas of the darkroom.
- The last wash and clean up will be 30 minutes before the end of class.
- Technical questions should be directed to the instructor. Open studio is only for students who are comfortable working independently.



<http://austintexas.gov/department/parks-and-recreation>

The City of Austin is proud to comply with the Americans with Disabilities Act. If you require assistance for participation in our programs or use of our facilities, please call 974-4002