



Photography Department Lab Rules & Information

Cage Hours

Monday-Thursday: 10:00am-9:30pm

Friday: 10:00am-5:30pm

Saturday: CLOSED

Sunday: 1:00-5:30pm

Holiday Hours 2:00-9:30pm

T: 617.879.7489

Open approximately 1 week after classes begin and closing on the last day of reviews each semester.

Equipment

Only students enrolled as Photography majors in the BFA program, the Photography MFA or Photography Post-Bac programs are allowed to borrow equipment that is other than for printing in the darkroom (ex: cameras, tripods, lighting, etc) from the cage. The photo dept. requires students wishing to borrow certain higher end digital cameras to obtain renters insurance and provide us with confirmation before borrowing such equipment. We do not recommend any particular insurance provider. If you need assistance, please stop by for more information.

Darkroom Rules

All students enrolled in a photo class may use the labs to process film and print.

Only day school Photo Majors, Photo Dept. Grad, or Post-Bac students may borrow equipment other than for darkroom use from the cage.

The cage is open to check out equipment from the top of the hour until half past the hour (for example, 10:00 - 10:30am, 11:00 - 11:30am).

If you miss the cage hours you will have to wait one half hour until the cage opens again.

All equipment must be returned before the closing hour (M-TH 9:30pm, Fri-Sun 5:30pm).

If equipment is late, you may incur a fine. If you are a repeat offender with late equipment, the photo dept. reserves the right to terminate your access to items in the cage.

Please do not leave equipment belonging to Massart unattended, anywhere. You must wait to have your equipment checked in by the monitor.

Towards the end of the semester sign-up sheets may be posted outside of the cage on Monday mornings. You are allowed a 20-minute grace period to arrive, after which someone else may take your place.

You are also allowed 2 slots per week for which you may sign up at the beginning of each week. See your faculty or come to the cage for details.

Processing Film

- You may come to the labs to process film as long as the building is open, please note that the chemicals are checked and maintained only during normal cage hours
- We provide the chemicals. You must bring everything else you need for processing film
- Please do not leave tanks and reels under the sink, or do so at your own risk
- Clean up any chemistry that spills. Mops are mounted on the walls. Do not leave water running longer than necessary or if you leave the sink area
- Pay attention to which type of chemical you are pouring into which container
- If you think you made a mistake replacing chemicals, please tell the studio managers or the monitor on duty - doing so will help others! Please leave the area neat
- Throw away your film canisters, tape, etc. It is no one else's job to clean up after you
- Do not leave your film tanks or thermometers out to dry, you might lose them
- The cage does not always have a ready supply of scissors or can openers

Printing B&W

To check out equipment for printing, give the monitor your I.D. and indicate the following:

1. In which darkroom you are printing (gang or major's darkroom) and the enlarger number
 2. Format (35mm, 6x4.5, 6x6, 6x7, 6x9, 4x5, 8x10, etc.)
 3. Filed or unfiled negative carrier
 4. Size and number of trays needed
 5. How long you plan to stay
- Mix your own developer (D72) at a dilution of 1:4
 - Do not leave prints in the fix for more than 3 minutes, and do not walk away from prints in the fix. Agitate! Leaving your prints sitting in the fix will exhaust the chemical faster and could ruin prints
 - Do not mix tongs
 - Do not put your hands in the chemicals. Always use the tongs. Putting your hands in the chemicals is bad for you, your prints, and the chemicals
 - Drain prints over chemistry trays thoroughly before moving to the next bath
 - Print washers are on timers. If you do not know how to use them, please ask a monitor
 - Do not put your prints in a washer that is already running with another student's prints
 - Please turn off the enlarging timer when you are finished printing
 - Lower the enlarger head down when you are finished printing
 - Do not switch timers between the enlargers

- If an enlarger or a timer is broken, tell the monitor
- Do not change enlarger stations without first telling the monitor
- Most dry mount presses are on timers. The temperature should be set at 200-225 degrees
- Make sure the press' switch is in the on position when you start the timer
- Pick up your prints ASAP. If you move someone else's prints from the screens, be careful with them and place them in a stack in the box on the counter
- Do not leave equipment unattended
- Do not go to lunch and leave your equipment in the darkroom. You are responsible if anything is lost or stolen
- Dry your trays and reels before returning them to the cage; monitors will not take them back wet
- Please clean up any spills. Bring an old towel for drying & cleaning. Be aware of the cage hours
- Do not expect the monitor to check out or return equipment when the cage is not open.
- If you have questions about anything, please do not be afraid to ask!

Digital Stations

Around the Photography Department (outside of the digital lab) we have computers, scanners, and ink jet printers available for student use. This equipment is for use by students enrolled in photography courses through the day school or PCE. The monitors can help you set up, however, do not rely on them to instruct you in the use of the digital equipment and software. You may not use the Photography Department's digital lab until you are a junior photo major.

Lockers

All students enrolled in Photography classes will have a locker assigned to them. Please do not attach or hang anything other than your locker tag to or on the front of your locker.

Miscellaneous

Only Photo Majors currently enrolled in the day school major's photo courses are allowed to borrow items such as cameras, tripods, lights, etc. from the cage.

Please be respectful of others and their work. Your good habits will influence others!

Never leave your personal belongings unattended!

No food is to be consumed in any of the labs, but hallways are ok.

Photo Department Digital Lab Rules

Digital lab hours vary by semester, check lab for schedule

- The Digital Lab is for use by students taking classes that meet in the lab and by photo dept. majors who have taken digital and are enrolled in a current photo dept. digital or critique class
- Only lab monitors may change ink cartridges or maintenance tanks
- One computer station per person
- Be gentle with the film holders
- To keep wait time down, please send one file at a time to the print stations
- Print stations must be shared. If more than one person is printing, communicate with each other
- If there is a sign-up sheet posted, before you begin printing look to see if someone has signed up
- Do not use a paper towel on the computer monitors or the scanner glass. Use a soft cloth or a disposable monitor wipe
- Please do not leave your prints in the digital lab
- Leave your files and paper at your own risk. We are not responsible for storage
- No food is to be consumed in the lab. Beverages must be kept outside of digital studios
- Please clean up after yourself

Rules/Tips/Considerations While Using the Lab

4900 printers:

People using sheet paper should team up with those printing on a roll. Share the printer and maximize time. Do not walk away from your printer for more than 20 minutes. If you must walk away from the printer, please put up a note. If you are gone for more than 20 minutes you are susceptible to losing your spot. If you cannot find an available printer, communicate with each other. If you come in to print and there are no available printers, chances are someone will be leaving shortly. Don't hesitate to ask those students who are printing when they will be leaving. Please do not invite your friends that are not photo lab users to hang out with you in the lab. Its OK to have visitors but if the lab is busy, we ask that you respect your fellow lab users and keep the visits short. Don't forget: ONLY Junior and Senior photo majors may use the lab computers. Clean up after yourself. If you are trimming prints throw out the scraps. Do not leave trash around the computer stations, please push in chairs, etc. If you are having a problem with the printer: jamming, ink out, errors, please ask a monitor. The lab is always staffed when open.

No food or drink! Please keep it outside.

Do not leave your finished prints around the lab for an extended period of time.

7900 or P7000 printers:

Students with digital lab access can use the 24” printers, please ask the studio managers for help if you need it. There are sign up sheets in the lab for the these printers that are posted every Monday morning.

Thank you very much for your cooperation, we appreciate it!!

Sincerely, your studio managers,

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