General Rules for the Student Photography Lab in Mitchell B-74

The Student Photography Lab in Mitchell B-84 is a facility for use by the Departments of Film & Visual Art students and is managed by the Photography Area faculty and staff. To use the lab a student must either be enrolled in a photography course offered by the Departments of Film or Visual Art or be a university student who has taken at least one semester of photography through the departments of Film or Visual Art and has permission of the Photography Areas Faculty or Lab Technician.

The lab is available to students during designated hours only (schedule is posted outside lab entrance). Only faculty, lecturers, TA’s, employees and volunteer workers for the Photography Area have the authority to be in or use the lab during undesignated hours.

Any Student who violates the General Rules of the lab will relinquish lab privileges.

Photography Lab

1. No smoking in the lab.
2. Food or beverages are not allowed in the lab. No eating or drinking in the lab!
3. No bicycles or other large items that could obstruct walkways or exits in the lab.
4. No radios, CD or MP3 players in the lab without headphones.
5. No cell phone use in the lab.
6. Priority for the use of the lab goes to the class that is scheduled to use it at that time. Priority goes to instructors who are giving lectures or demonstrations to their classes. At times of heavy use, priority for film developing and printing goes to students enrolled in the class that is scheduled to use it at that time (instructors will enforce this rule if necessary). At times when there is no class scheduled, priority is on a first come first serve basis).
7. Leave the light table on.
8. Do not use Exato blades or other cutting devises on the light table.
9. The Roto-trim print trimmers are for use with photographs and paper only. NO MATBOARD!
10. Knock on all darkroom doors before opening.
11. Keep the lab clean at all times. Throw waste paper away and clean up all work areas when finished.
12. Keep your hands clean and dry, supply your own hand towel.
13. Always honor the “wet” and “dry” areas throughout the lab.
14. If you encounter any problems in the lab, consult your instructor or the lab attendant.
15. It is recommended that you wear vinyl gloves whenever you are handling photographic chemicals.

Film Processing

1. Always follow the prescribed procedure, time and temperature (68° F), for processing film (see signs and handouts). All solutions must be kept the same temperature.
   
   Developer: Diluted 1:1(one part developer to one part water). **Discard after use.**
   Stop: Use plain water. **Discard after use.**
   Fix: Use full strength. Return to fix container. **Do not discard.**
   Rinse: Use plain water. **Discard after use.**
   HypoClear: Use full strength. Return to HypoClear (Perma Wash) container. **Do not discard**
   Wash: Use plain water. **Discard after use.**
   PhotoFlo: Dip reels into tank of mixed PhotoFlo.

2. If you accidentally pour a chemical into the wrong container, tell your instructor or the lab attendant immediately. Contaminated film or paper can ruin everyone’s film or paper.
3. In using the Gra-Lab timers always move the hands clockwise to set the timer.
4. Always turn off the film dryer fan before opening the door to hang your film.
5. Clean and dry all film processing equipment before returning it.
6. Sponge off the counter, sink and clean up the film processing room after you are finished.
7. Use negative cleaner and tissues at the light table only.
Printing

1. Always honor the “wet” and “dry” in the printing darkroom.
2. Handle all enlargers, condensers, easels, lens, filters, negative carriers and grain magnifiers with extreme care. Make sure all hands are clean and dry.
3. Check that the condenser is in the right position for the focal length lens you are using.
4. Do not turn on an enlarger unless a lens has been placed in it, the condenser door has been closed, the negative carrier has been placed in it and the enlarger condenser head is down. If not, stray light from your enlarger will fog other students’ paper.
5. Always keep the enlarger head down when you are not using it.
6. Turn on the digital timers when you are finished printing.
7. Standardize your print processing times.

   Developer: 2 – 2.5 minutes. Never shorter!
   Stop: 30 seconds
   Fix 1: 1.5 Minutes
   Fix 2: 1.5 Minutes
   Holding Bath: Until you have finished your printing session
   HypoClear: (for fiber based paper, after a water rinse) 5 minutes with agitation. Mix ½ Tablespoon of Sodium Sulfite to ½ gallon of water.
   Wash: 5 minutes for Resin Coated paper; 10 minutes Fiber Based paper in print washer. Remove print then turn off washer when done.

8. Prints must be fixed for 1.5 minutes before being viewed in white light. Always use a print-viewing tray to take your prints out of the darkroom.
9. Never pour used fix down the drain. Recycle used fix. Exhausted fix gets poured into white “used fix” jugs under the sink.
10. Keep chemicals in print trays fresh:

    Ethol LPD print developer: 1:2 (one part developer to two parts water)
    Stop: 3 ounces Acetic Acid to ½ gallon of water.
    Fix: use full strength.

11. Keep wet trays off dry areas in the darkroom and main lab room. Do not place trays on counters or tables!
12. All prints must be washed before being placed on the drying racks.
13. Squeegee all prints before placing them on the drying racks. Place Fiber Based print face down and Resin Coated (RC) prints face up to dry.
14. Clean all work areas when finished.
15. Always return equipment clean and dry.

Print finishing

1. Never cut matboard with Roto-trim print trimmers. Use the window mat cutter or guillotine blade cutter to cut matboard.
2. All students must be properly trained by an instructor in order to use the window mat cutter.
3. Never close the dry mount press to heat it up, this will cause it to overheat and cause the thermostat to malfunction.
4. Always unplug the tacking iron and dry mount press when finished.
5. Discard waste trimmings and clean up work area.