



# PHOTOGRAPHY + FILM + VIDEO ACCESS 2021

## IMPORTANT INFO & OPERATIONS GUIDE

### EQ RESERVATIONS / INQUIRIES:

*[bmckenna@pghartsmedia.org](mailto:bmckenna@pghartsmedia.org)*

**FACILITY PHONE NUMBER:** 412-361-0455

## MEMBERSHIP OPTIONS

**3 Month Access:** \$275 for 3 consecutive months with full access to any gear you've tested out on. 5 free inkjet prints.

**12 Month Access:** \$550 for a year with full access to gear you've tested out on. 15 inkjet prints.

*\*Included in the cost of each class, students will have free access to any EQ out-of-house gear that is utilized as a function of their coursework, such as cameras, audio, and grip gear. Inquire with EQO for specifics.*

*\* After your allotted inkjet prints, you must fill out a Print Log, where you must list every print **including** tests and errors. If using your **own paper**, note only image size. For **PCAM paper**, note the entire paper size. Failure to properly complete the log may result in a fine.*

# **HOURS OF OPERATION**

## **IN HOUSE FACILITIES**

TUESDAY, WEDNESDAY, THURSDAY: 10 AM - 9 PM

SATURDAY: 10 AM - 4 PM

## **OUT OF HOUSE RENTALS - Pick up and Return**

TUESDAY, THURSDAY, FRIDAY: 10 AM - 4PM

**\*the EQ office reserves the right to adjust hours of operation at any time.**

Once you have signed up for a membership, a Google Sheet link will be shared with you. This sheet acts as a schedule that is visible to all members, so everyone can have an idea of how many other people will be in the space. To add yourself to a time slot, email [bmckenna@pghartsmedia.org](mailto:bmckenna@pghartsmedia.org)

# OPERATIONS HANDBOOK

This handbook outlines the policies of the PCAM EQO Student Equipment Access Program. Students are expected to know the policies specified herein. Violation of these policies constitutes grounds for termination of access.

## **General Access Policies**

Equipment is available to students for the sole purpose of creating projects for their classes, or personal projects. No students may use PCAM equipment on commercial projects for which they will be paid. As part of the agreement allowing students and members to access equipment, equipment is to be used exclusively by the student or member who is accessing it. Neither students nor members may check out equipment for use by other persons. PCAM EQO reserves the right to fine for any rules broken. Equipment access will be denied until all fines are paid in full.

## **Student Access Policies**

Student access begins after the first class, and continues to the last day of the semester. No access will be permitted beyond the last day.

Each course designates the equipment that students will be able to access. Should a student/member encounter a problem with a piece of PCAM equipment, they should return the equipment as soon as possible or email [bmckenna@pghartsmedia.org](mailto:bmckenna@pghartsmedia.org) to report the problem. Under no circumstances can the student/member or anyone else disassemble or attempt to repair the piece of equipment. Students/members risk access loss and/or fines if they proceed.

Acceptance of this handbook is an agreement with PCAM EQO equipment policies, and an acknowledgement of financial responsibility for any equipment that the student checks out. Each student will be held fully liable for any damage, loss or theft of PCAM equipment. In the higher level courses, where equipment is most expensive, it is recommended that students purchase insurance. Any damage, loss or theft will have to be fully reimbursed before further access will be allowed. Furthermore, students repeatedly unable to adhere to PCAM EQO access policies will have their access suspended pending the completion of a meeting with the student, a PCAM School representative and an EQO representative.

# OUT-OF-HOUSE RENTAL POLICIES

## HOW TO BORROW EQUIPMENT for OUT-OF-HOUSE USE:

**1. Reserving Out-of-House Equipment.** Out-of-House equipment may be reserved up to one week in advance. Equipment may be reserved for a max of 1 week. (e.g. equipment reserved to be picked up on a Tuesday must be returned on the subsequent Tuesday). Equipment must be brought back on a Tuesday, Thursday, or Friday between 10AM-4PM.

Reservations are made by emailing [bmckenna@pghartsmedia.org](mailto:bmckenna@pghartsmedia.org)

**2. Out-of-House Equipment Check-Out.** Absolutely no equipment will be lent out to someone who is not a current student or member. Before leaving the building, the equipment should be thoroughly inspected and tested. At this time any problems with the equipment should be brought to the attention of the Equipment Office staff so that the current borrower will not be held responsible for previous damages.

## CHECK OUT TIMES

Tuesday, Thursday, Friday: 10AM-4PM

## 3. Out-of-House Equipment Return

Tuesday, Thursday, Friday: 10AM-4PM

Any equipment returned past the check-in deadline will result in a fine of \$5.00 per piece of equipment, per day late. Repeated late returns will result in access suspension. Equipment may be returned early at any time the equipment office is open. As the equipment is being checked in, any difficulties experienced with the equipment being returned should be reported. Upon return, the Equipment Office Staff will inspect the equipment.

**DO NOT LEAVE EQUIPMENT IN YOUR CAR.** Extreme temperatures are bad for equipment, and there is a greater risk of theft. You will receive an equipment mishandling fine if the equipment is left in the car longer than for transit.

**EXTENSIONS** Anyone who will not be able to return equipment at the appointed check- in time may request an extension. This may be done either at the time of check-out, pending availability. Keep in mind, if the equipment is already reserved by someone else then it must be returned on time.

## IN-HOUSE FACILITY ACCESS POLICIES

In addition to Out-of-House equipment, PCAM offers In-House facilities and equipment designated strictly for use on the premises of PCAM. These facilities include darkrooms, digital workstations, and access to scanners and inkjet printers.

**Reservations** Some In-House facilities are available for individual reservations. In order to guarantee availability of In-House facilities, it is suggested that students make reservations with the equipment office. Reservations are made with EQO staff or by emailing [bmckenna@pghartsmedia.org](mailto:bmckenna@pghartsmedia.org)

In- House equipment can be accessed:

Mon-Thurs: 10AM-9PM

Fri - 10AM 4PM

Saturday: 10am-5pm

Equipment designated as In-House may not leave the building. Anyone caught removing equipment from the building will be fined \$50.00 and stripped of access privileges.

**Class Reservations** Sometimes rooms, particularly darkrooms and digital labs, will be reserved exclusively for class use. A list of all class reservations will be posted following the first week of class. Anyone using a class reserved space must leave 15 minutes before the reservation begins.

## ANALOG PHOTOGRAPHY FACILITIES

### Wet (Chemical) / Alternative Processes Room

This room is used for processing negatives and working with the Platemaker exposure unit. All chemistry should be kept near the sinks. The photochemistry will be mixed in large drums and kept in the wet room. When a drum is running low please inform staff so new chemicals can be mixed. The remainder of chemistry will be emptied into a clearly labeled bottle. Always use these bottles first. Always try to conserve chemistry when possible.

*Developers, Stop Bath, Perma-wash and Photo-flo* are poured into the sink after processing negatives. Fix is returned to the original drum after processing negatives, and dumped into the Silver Recovery Unit when exhausted after paper processing.

## PLEASE DO NOT DUMP FIX DOWN THE DRAIN!

Be careful not to drip water or chemistry onto the floor.

Processing ware (measuring cups, cylinders, etc...) should be rinsed and returned to the drying rack, and to the shelves against the wall when they are dry.

### **Finishing (dry) Room / Photo Lab Classroom**

This room is to be used for strictly dry photographic applications. Finishing, matting, mounting and viewing work can be done here. Always remember to turn off any of the hot presses and tacking irons (they get very hot!) when you are finished using them. Remember to throw away any paper scraps or other leftover materials that you don't use. Failure to do so will result in fines.

Wet prints, processing tanks, chemistry, trays, and water ARE PROHIBITED from this area.

### **Darkroom**

The Darkroom is for members and students who are enrolled in an analog darkroom or alternative processes course. Each enlarger is labeled with a number or mathematical symbol. The accessories needed to use the enlargers are available at the Front Desk, and come in a Darkroom Kit marked with a corresponding number. Use the enlarger with the same number as the kit. For example: Kit#4, is to be used with enlarger #4. Enlargers and kits with mismatched numbers are not to be used together.

The Beseler enlargers are for students who are enrolled in basic photo courses and members with Level 1 access.

The Saunders and Omega enlargers are for **ADVANCED STUDENTS & MEMBERS ONLY**. Advanced students and members are required to go through a test-out OR complete appropriate course work before using the Saunders or Omega enlargers. Consult with EQO for specifics.

All enlargers have a locking screw. Make sure it is released before adjusting the height of the enlarger head. If you cannot locate the locking screw, please consult an EQ staff member.

If you are the first student in the lab and the chemistry is already out but covered with Plexiglas, check the chemistry and use it if it is still good. Developer and stop change color when exhausted. Fix must be tested with *hypocheck*. When the developer or stop is

exhausted, empty it into the sink. When the fixer is exhausted pour it into a pitcher and carry it back to the Silver Recovery Unit in the Wet Room. (Please don't dump fix down the drain!)

It is impossible to overstate the importance of cleaning up after yourself and discarding wastes. It will make the difference between a functioning darkroom and an unusable mess. Each student is responsible for their enlarger booth.

Failure to clean up after yourself will result in fines and/or loss of access.

Trays are stored in the wet room. Carry all wet prints with a tray and clean out your trays when you are finished working!

Always carry a towel and only handle equipment with dry hands! Chemistry and water will ruin the equipment. Do not set trays or anything wet in enlarger booths. Discard all test strips, scraps, etc., in the trash can. The last student or member out is responsible for making sure everything is off: water, safelights and timers. Cover the chemistry with the large Plexiglas sheets found under the sinks.

**RC Print Dryer** All prints must be washed 5 minutes in the circular washer before putting them in the dryer. Fixer will ruin the dryer! No new prints can be introduced during the 5 minute wash.

### **Important Safety Precautions**

Photographic chemicals are hazardous. To protect your health please read the following:

- Use the tongs or wear gloves when working with the chemistry.
- Wash hands thoroughly with soap and water when finished in the labs.
- We recommend that contact lenses not be worn in the darkroom. The chemical vapors may cause an irritation to the eyes.
- Note the location of eyewash stations in the chemistry area. If chemicals get in your eyes, flush with the eyewash solution immediately.
- If you are pregnant consult with your physician before working with photochemistry.

For more information about the chemicals being used, there are Material Safety Data Sheets (MSDS) hanging near the entrance to the processing room. For further reading, the book *Overexposure: Health Hazards in Photography* is a great resource and can be found at the Carnegie Library of Pittsburgh.