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## IMPORTANT INFO & OPERATIONS GUIDE

**EQ RESERVATIONS / INQUIRIES:**

*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.

**12-Month Access:** \$550 for a year with full access to any you've tested out on.

**30-Day Visit:** \$300 for 30 individual visits to be used within one year. For In-house facilities only (no gear rental)

*\*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.*

*\* When printing, you must fill out a Print Log. See page 4*

## **HOURS OF OPERATION**

### **IN HOUSE FACILITIES**

MONDAY, TUESDAY, WEDNESDAY, THURSDAY: 10 AM - 9  
PM

FRIDAY & SATURDAY: 10 AM - 4 PM

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

MONDAY: 2 PM - 9 PM

FRIDAY: 10 AM - 4 PM

**\*the EQ office (Bridget) 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. Please enter your name in the slot you plan on filling. This helps me make sure all the studios and spaces are stocked and ready to go for you!!

## ONLINE SCHEDULER

I heavily rely on the scheduler to keep track of who is in and out of the spaces, as I'm only in 3-4 days out of the week. The red \* indicates what days/times I am in the building, and can help troubleshoot/answer any questions you might have.

You don't need to sign in when you come in to use the studios, just stop by and let the front desk know that you're a media member and what space you are using.

		Monday 9/19			Tuesday 9/20			
	Spaces	10am-1pm	1pm-4pm	4pm-9pm *	10am-1pm	1pm-4pm	4pm-9pm	10am-1
2nd Floor	Flextight + Epson 3800							
2nd Floor	10000XL Scanner +Epson 9900							
2nd Floor	Epson p800 + V75 Scanner							
2nd Floor - I	Epson p800 + V75 Scanner				Jane			
2nd Floor	Platemaker / Wetlab						Intro to B&W	
2nd Floor	Platemaker / Wetlab		Bridget				Intro to B&W	
2nd Floor	Basic Enlarger (35mm only)						Intro to B&W	
2nd Floor	Basic Enlarger (35mm only)		Bridget				Intro to B&W	
2nd Floor	Basic Enlarger (35mm only)						Intro to B&W	
2nd Floor	Basic Enlarger (35mm only)						Intro to B&W	
2nd Floor	Advanced Enlarger (35mm +120)						Intro to B&W	
2nd Floor	Advanced Enlarger (35mm +120)						Intro to B&W	
2nd Floor	Advanced Enlarger (35mm +120)		Joe	Joe			Intro to B&W	
2nd Floor	Advanced Enlarger (35mm +120)						Intro to B&W	
2nd Floor	Large Format Omega Enlarger							
3rd Floor	Epson 3800	Intro to Music Prod						
3rd Floor	Epson p800	Intro to Music Prod						

The red boxes indicate when classes are being held and those spaces are unavailable for member use.

It is important that you add your name **every time** you come in! This is how I make sure chemistry/ink/etc is stocked. I also use this to track the number of visits the 30-Day visit members have used. At the end of each month, I check the scheduler and count how many visits the 30-Day Pass members have used. This info is updated in the "Member info" tab at the bottom of the page.

Aug 2022 ▾	Sept 2022 ▾	Print Log Calculator ▾	Member Info ▾

## **PRINT LOGS**

(for digital printing)

Each time you print using the Epson Inkjet printers you must fill out a print log. There are clipboards on each printer containing blank print logs:

### **PRINT LOG**

List every print **including** tests and errors. If using your **own paper**, note only the image size. For **PCA&M paper**, note the entire paper size. Failure to properly complete the log may result in a fine.

NAME _____		Date _____	
<b>Print #</b>	<b>Printer</b>	<b>Dimensions (Height x Width)</b>	<b>PCA&amp;M paper/own paper</b>
(ex 1)	(ex. P800)	(ex. 8 X 10)	(ex. Own)
1	_____	_____ X _____	_____
2	_____	_____ X _____	_____
3	_____	_____ X _____	_____
4	_____	_____ X _____	_____

You fill out:

- the printer you are using (P800, 3800, or 9900)
- Dimensions
- Indicate if PCAM's paper or your own.
  - If using your own paper, just write down the dimensions of the actual image. For example, if I'm printing a 5x7 image on an 8x10 piece of paper, I would write 5x7
  - If using PCAMs paper you write down the dimensions of the entire print. If I printed a 5x7 image on a sheet of PCAMs 8x10 paper, I would still have to write 8x10

On your way out stop at the front desk and they will calculate what you owe. Here are some general sizes to give you an idea:

#### **PCAM'S PAPER**

Full size 4x6 - \$0.67

Full size 8x10 - \$2.22

Full size 11x14 - \$4.27

#### **YOUR OWN PAPER**

Full size 4x6 - \$0.50

Full size 8x10 - \$1.67

Full size 11x14 - \$3.20

# 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 and members 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**

To access the studios (wet lab, darkroom, computers) outside of class time, students must purchase a membership. The cost of the class covers the use and checkout of cameras designated for that class. If students wish to continue to use a camera after the end of class, they must purchase a membership.

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 acknowledgment 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 must be reserved at least 1 week in advance. Equipment may be reserved for a max of 1 week. (e.g. equipment reserved to be picked up on a Monday must be returned on the subsequent Monday. Gear can be returned earlier if needed, for example, pick up Monday and return Friday of the same week.)

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 & RETURN TIMES**

Monday: 2 PM - 9 PM

Friday: 10 AM-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** Reserve the in-house facilities you plan on using by using the online scheduler, or email [bmckenna@pghartsmedia.org](mailto:bmckenna@pghartsmedia.org)

### **In- House facilities can be accessed:**

Mon-Thurs: 10AM-9PM

Fri & Sat: 10AM-4PM

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 30 minutes before class begins. (Evening classes start at 6:30 PM and daytime classes start at 10 AM).

**Always check the online scheduler!**

## **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.

**Processing tanks, chemistry, trays, and water ARE PROHIBITED from this area. Wet RC prints MUST be carried with a tray to the dryers.**

## **Darkroom**

The Darkroom is for members and students who are enrolled in an analog darkroom or alternative processes course. The Beseler enlargers are for students who are enrolled in basic photo courses. All other members interested in using the darkroom must schedule a test-out by emailing [bmckenna@pghartsmedia.org](mailto:bmckenna@pghartsmedia.org)

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 waste. 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. If you are the last person in the darkroom it is also your responsibility to dump the chemistry and rinse out the sink/trays.

**RC Print Dryer** All prints must be washed 5 minutes in the circular washer before putting them in the dryer. The 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 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.

### **Drying Rack**

There is a drying rack located in the wet lab. Dry your equipment (trays, tanks, thermometers, tongs, etc) as best you can with towels. You can leave things on the rack overnight to completely dry. If you come in and someone's stuff has been left there overnight and is dry, please put it away. If everyone helps out, this system is beneficial to everyone.

## PCA&M Full Rental List

### In House Facilities

<b>Film processing &amp; printing</b>
<b>Film Processing</b> (Changing bag, plastic + metal tanks/reels, thermometers, Kodak D:76 B&W Developer, B&W Sprint chemistry, film dryer)
<b>Darkroom</b> (Beseler, Saunders, and Omega Enlarger, film carriers, filters)
Platemaker (metal halide bulb)
<b>Scanners</b>
Flextight X1
Epson 10000XL
Epson V750
<b>Printers</b>
Epson 3880
Epson p800
Epson 9900

## Out of House Rentals

### Digital Cameras

Canon t5i with 18-55mm lens

Canon t6i with 18-55mm lens

Canon 6D with 50mm lens

Canon 5D Mark III with 24-105mm lens

Canon C100 Cinema Camera with 24-105mm lens

### Canon EF Lenses

20mm / f1:2.8

24mm / f:2.7

28mm / f:1.8

50mm / f:1.2

50mm / f:1.4

24-70mm / f:2.7

70-300 / f:4-5.5

### Support

Oben Monopod ACM-2400

Bogen Photo Tripod (3029 head, 3021 legs)

Sachtler Ace M Fluid Head Tripod

Manfrotto Video Tripod (Head 128LP, legs 3001BD)

Glidecam HD1000 Stabilizer

### Misc

ikan HD Field Monitor

### Analog Film Cameras

#### 35mm

Canon AE1 (with 50mm lens)

Canon AE1P (with 50mm lens)

Nikon F3 (with 50mm lens)

Minolta X-370 (with 50mm lens)
Vivitar V3800N (with 50mm lens)
<b>Medium Format</b>
Hasselblad 500C/M (with 50mm lens)
Hasselblad 500C/M (with 80mm lens)
<b>Large Format</b>
Calumet 4x5 camera with 210mm lens
<b>Lenses for analog cameras</b>
Canon FD 24mm/ f:2.8
Canon FD 50mm/ f: 3.5 (macro)
Canon FD 100mm/ f:2.8
Canon FD 35-70mm/ f 3.5-4.5
<b>Analog Light Meters</b>
Sekonic Studio Deluxe II: I-398A (incident reading)
Gossen Luna-Pro (reflective reading)
<b>Audio</b>
<b>Condenser mics</b>
Audio-Technica 897
Sennheiser ME-80
Sennheiser ME-88
<b>Dynamic/Omni</b>
Electro - Voice RE50B
Sennheiser ME-20
Sennheiser ME-62
<b>Lavs</b>
Audio-Technica ATR35s
Audio Technica- Pro 70
<b>Mixers &amp; Recorders</b>

Zoom H4N
Zoom H5N
Marantz PMD-602A 2 Channel mixer
Audio-Technica AT8681 Unimix 2-to-1 Microphone
<b>Lighting</b>
<b>LED</b>
Neewer CN160
Neewer CN576 Kit (includes 3 lights, stands, batteries, and adapters)
<b>Hot lights</b>
Mini-Mole Fresnel Tungsten Light
Lowell DP
Strobes and Flash
Yongnuo YN560 III Speedlite
White Lightning 1600 Strobes
<b>Grip etc</b>
Softboxes with speedring
Beauty Dish
Umbrellas
Grids
Silks
Flags/cutters
Flexfill
Light Stands/c stands
A Clamps
Full & half Apple boxes'
Extension cords