



Pittsburgh Center for **Arts & Media**

PHOTOGRAPHY ACCESS 2026



IMPORTANT INFO & OPERATIONS GUIDE

EQ RESERVATIONS / INQUIRIES:

bmckenna@pghartsmedia.org

FACILITY PHONE NUMBER: 412-361-0455

MEMBERSHIP OPTIONS

3-Month Access – \$200

Three consecutive months of access to in-house facilities and any equipment for which the member has completed the required class or training.

12-Month Access – \$700

One year of access to in-house facilities and any equipment for which the member has completed the required test-out or training.

30-Day Pass – \$450

30 individual visits to be used within one year. For In-house facilities only (no gear rental)

CLASS ACCESS

Students who wish to continue using equipment after the completion of a class must purchase a membership and meet any applicable test-out or training requirements.

** Memberships do not include digital printing fees. See page 5 **

HOURS OF OPERATION

IN-HOUSE FACILITIES

- **Access hours change each term based on class schedule.**
- Members may not work in the studio while classes are in session or use the studio outside of scheduled access. Anyone doing so will lose access privileges.
- An excel spreadsheet with access hours will be provided to all members
- Members may only come during scheduled hours. There is no after hours access.

Summer Camps

- In June-August, we run our very popular summer camps for children. This means that during daytime hours M-F, studio hours are a bit more limited. Camp schedules are posted in advance so you can plan your visits accordingly.
- **Under no circumstances are members permitted to engage with campers.** If you are having an issue with a camper, class, or instructor, please reach out to PCA&M staff with your concerns.

OUT-OF-HOUSE EQUIPMENT RENTALS

Equipment pickup must be coordinated in advance by emailing:

bmckenna@pghartsmedia.org

Equipment may be **returned** to the front desk during regular building hours.

Hours of operation are subject to change. **ALWAYS CHECK [THE ONLINE SCHEDULE!](#)**

ONLINE SCHEDULER

After membership is activated, members will receive a link to the online Google Sheet scheduler.

- **Please add your name to the scheduler each time you visit. This helps the Equipment Office track facility usage and ensure that chemistry, ink, and other supplies are adequately stocked.**

- Walk-ins are welcome. If you arrive without making a reservation, simply add your name to the scheduler or ask the front desk to enter it for you.
- Members may also call the facility at **412-361-0455** to confirm availability or request assistance with scheduling.

		Monday 9/19			Tuesday 9/20			
	Spaces	10am-1pm	1pm-4pm	4pm-9pm *	10am-1pm	1pm-4pm	4pm-9pm	10am-1
2nd Floor	Flexlight + Epson 3800							
2nd Floor	10000XL Scanner +Epson 9900							
2nd Floor	Epson p800 + V75 Scanner							
2nd Floor	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							
2nd Floor	Epson 3800	Intro to Music Prod						
2nd Floor	Epson p800	Intro to Music Prod						

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

30-Day Access Members: The online scheduler is how we keep track of the number of visits you have used. You can also view your current visit count in the “Member Info” tab at the bottom of the page.

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

Print #	Printer	Dimensions (Height x Width)	PCA&M paper/own paper
(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 of image
 - ☐ Paper you brought or PCAM paper
- When you are finished printing, take your completed print log to the front desk. Staff will calculate the total amount due. The following prices provide a general estimate:

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 - \$3.2

OPERATIONS HANDBOOK

Members and 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 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.
- 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 to report the problem.
- Under no circumstances can the student/member or anyone else disassemble or attempt to repair the piece of equipment.

IN-HOUSE FACILITY ACCESS POLICIES

PCAM offers facilities and equipment designated for use on the premises. These include:

- Darkroom
- Digital workstations
- Scanners
- Inkjet printers
- Other designated in-house equipment

RESERVATIONS

Reserve in-house facilities using the online scheduler. Reservations may also be made by emailing: bmckenna@pghartsmedia.org

IN-HOUSE EQUIPMENT

Equipment designated as In-House may not leave the PCAM building.

Removing in-house equipment from the building will result in a fine and loss of access. A \$50.00 fine

CLASS RESERVATIONS

Certain rooms and facilities—including darkrooms and digital labs—may be reserved

exclusively for classes.

Class reservations will be listed on the online scheduler.

Members using a space before a class must leave the space at least 30 minutes before the class begins

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 CLEANUP

- Clean up thoroughly after every session. Each student or member is responsible for cleaning their enlarger booth and any equipment they use.

PROCESSING EQUIPMENT

- Return trays to the Wet Lab.
- Carry wet prints using a tray.
- Thoroughly rinse all tanks, pitchers, trays, tongs, thermometers, and other processing equipment with hot water.
- Allow equipment to dry on the drying rack before returning it to its proper location.
- Keep water and chemistry away from enlargers and other equipment. ● Handle equipment only with dry hands.
- Do not place wet trays or other wet items in enlarger booths.
- Throw away test strips, scraps, and other waste.

RINSING SINKS, TRAYS, TANKS, ETC

- After use, thoroughly clean the sink and rinse it with hot water. The darkroom sink must be cleaned with the lights **ON**. **Use the Simple Green on the table to wipe it down.** There should be no white or brown chemistry stains or residue left on the sink or surrounding surfaces.
- Things might look clean when wet, but they will dry with stains!

The last person to leave the darkroom is responsible for checking that:

- Water is turned off.
- Safelights are turned off.
- Timers are turned off.
- Chemistry is properly disposed of.
- Sinks are clean.
- Trays and processing equipment are rinsed and properly placed for drying.

Failure to clean up properly may result in fines or loss of access.

PCA&M Full Rental List

In-House Facilities

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

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)
Medium Format
Hasselblad 500C/M (with 50mm lens)
Hasselblad 500C/M (with 80mm lens)
Large Format
Calumet 4x5 camera with 210mm lens
Lenses for analog cameras
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
Analog Light Meters
Sekonic Studio Deluxe II: I-398A (incident reading)
Gossen Luna-Pro (reflective reading)
Audio
Condenser mics
Audio-Technica 897
Sennheiser ME-80
Sennheiser ME-88
Dynamic/Omni
Electro - Voice RE50B

Sennheiser ME-20
Sennheiser ME-62
Lavs
Audio-Technica ATR35s

Audio Technica- Pro 70
Mixers & Recorders
Zoom H4N
Zoom H5N
Marantz PMD-602A 2 Channel mixer
Audio-Technica AT8681 Unimix 2-to-1 Microphone
Lighting
LED
Neewer CN160
Neewer CN576 Kit (includes 3 lights, stands, batteries, and adapters)
Hot lights
Mini-Mole Fresnel Tungsten Light
Lowell DP
Strobes and Flash
Yongnuo YN560 III Speedlite
White Lightning 1600 Strobes

Grip etc
Softboxes with speedring
Beauty Dish
Umbrellas
Grids
Silks
Flags/cutters
Flexfill
Light Stands/c stands
A Clamps

Full & half Apple boxes'
Extension cords

Member Acknowledgement Form

Acceptance of this handbook constitutes:

- Agreement to follow PCAM equipment policies
- Acknowledgment of financial responsibility for checked-out equipment Students and members are financially responsible for any damage, loss, or theft of equipment while it is in their possession. Any damage, loss, or theft must be fully reimbursed before further equipment access is permitted.
- Repeated violations of access policies may result in suspension of access.

I have read, understand, and agree to the policies outlined in this handbook.

_____ (signature) _____ (date)