



## **Studio Safety, Rules and Cleaning Handbook**

Thank you so much for becoming a Studio Artist Member of Alchemy Art Center! You are joining a unique arts community that relies on its members to make it the best that it can be. In order for you to become a Print Studio Member, we ask that you familiarize yourself with the studio safety/cleaning guidelines outlined below.

### **SAFETY AND CLEANING RULES**

As a studio member, you are responsible for your own health, the health of other studio members, and maintaining a clean and safe workspace. In order to keep the space clean while keeping membership costs down, you are asked to FULLY clean up behind yourself each and every time you come into the studio.

#### **Clean every time you use the studio**

- Do not leave any personal belongings on any tabletops.
- Put everything you use back where you found it.
- Clean any ink residue out of the sink. Make sure strainers are kept in the drain, and wipe them clean after you are done cleaning.
- Wipe down tabletops with a rag and simple green.
- Remove dry prints from drying racks and store in your flat file.
- Squeeze out rags and sponges in the sink and put on sink ledge to dry.

- If you are working with oil-based inks, make sure all surfaces you interacted with are clean from any residue.
- If you are working with the press, fold the blankets and cover when finished.

## **PURCHASING MATERIALS**

Materials like paper, screenprinting supplies, film, etc are available for purchase in the studio (pay with cash with a materials slip and put in the rent mailbox) or on our website. You can pay as you go or make invoice sheets for yourself for the month. Invoice sheets are on a clipboard on the wall by the bathroom. Put your invoice sheet into the payment box when you are ready and we will send you an online invoice via square.

### **Paper**

BFK Paper: \$7

Mulberry Paper: \$5

Basic Printmaking Paper (in the chipboard drawer): \$3

### **Screenprinting**

There is a \$5 per screen charge for screenprinting, which covers your emulsion, cleaning materials, ink, duralar, and paint pen use. You don't need to count unsuccessfully exposed screens, just ones that are printable. If you are printing a run of more than 100, there is an additional \$5/20 prints for ink.

### **Other Printing**

Woodblocks are available for purchase at \$2/block. Plastic etching plates are available for \$4/block. You may see some linoleum or speedy carve in the materials drawers - this is for classes, please do not use unless it has a label that says "available/free" on it.

### **Darkroom**

Ilford HP5 Plus (36 exp): \$10/roll

Arista EDU Ultra (24exp): \$5.50/roll

Expired Film/Community Film: Free!

Photo Paper: Free!

## **MATERIALS INCLUDED IN MEMBERSHIP**

- All relief ink, water and oil-based
- Newsprint
- Paper from free drawers
- Access to tools
- Photography chemicals

- Cleaning supplies
- Use of inkjet and laser printers
- Maintenance of tools and equipment
- Pre-coated screens

## SCREENPRINTING

### Orientation

In order to use the screenprinting setup in the studio, you need to either do an orientation with an Alchemy staff member or take one of our screenprinting classes.

There are several how-to guides hanging on the wall near the bathroom, and there is a printmaking section in the library in the entryway. If you need help remembering any particular step in the process, be sure to check these resources out! If you have any specific technical support questions, feel free to email Katey, the print studio manager, at [katey@alchemyartcenter.com](mailto:katey@alchemyartcenter.com)

### Procedures

- Pre-coated screens are available for use in the light-proof cupboard under the counter in the wet lab area.
- If you would like to coat your own screens, please put a tape label with your name and the date on the side of the screen. Emulsion is stored in the mini fridge under the t-shirt press. Scoop coaters are on top of the fridge.
- Please be mindful with emulsion use, as it is light sensitive and pretty expensive. Turn off light in wet lab when coating screens. Scoop any extra emulsion back into tub, and make sure lid is on well before putting away.
- Expose screens using exposure unit for 1 minute and 45 seconds. (This time is not set in stone and you may find a longer or shorter exposure time is better for your specific design. See troubleshooting for more info.)
- Immediately after exposure, get screen wet in washout/paper soaking sink. Do not washout screens in white utility sink. Do not lean screen against short edge of washout sink, because water will splash onto the ground.
- Store drying screens above sink.
- When printing, please wipe away any ink spills, since they are impossible to remove from surfaces once dry. Wash inked screens in same sink that you used to washout after burning image on.
- **Please make sure ALL ink is washed out of screen before storing, taking care to remove any ink that has collected on the edge of the frame. Also make sure to wash any ink blobs fully**

**down the sink, tapping out the strainer if full into the non-paper trash.**

- We are trying out a system where we are reclaiming and coating the shared screens. When you're done with your screen, you can put it on the rack above the paper flatfiles to indicate that it is ready to reclaim, or put a tape label on it saying 'ok to reclaim.'
- If you would like to have access to the pressure washer to reclaim your own screens, check in with Katey.

### **Inks**

We have a water-based screenprinting setup, which means less environmental impact and easier cleanup! **If you choose to bring your own inks in, please do NOT use plastisol inks in our studio.**

### **Materials Fee**

Your \$5 per screen charge pays for all the materials used in screenprinting. We are changing to this because it is simpler than having you pay individually for all the small items associated with screenprinting. Please pay on the same day you print.

### **Screen Storage**

Store your dry, exposed screens with a tape label showing your name and date under main counter. We reclaim screens that sit unused for more than 2 months. Remember that creating an archive of work via transparencies/paper cutouts is much more space efficient than storing exposed screens.

## **RELIEF/PRESS PRINTING**

### **Orientation**

In order to use the printing press, you need to either do an orientation with an Alchemy staff member or take one of our printing press classes.

We are set up for all relief-based image making, monoprinting, embossing, some intaglio processes, and collographs. If you are interested in etching, please check in with Alchemy staff.

No orientation is necessary for printmaking methods that do not require the press, though if you have any questions about tool safety, please ask!!

### **Inks**

Use of relief/intaglio ink is included in your membership, **but you get a demo on how to use it first.** Most of our ink is oil-based. (check the package to confirm. Everything in a metal tin is oil-based.) Refer to "How to Clean Up Oil Ink!" poster for instructions on

cleanup. **Please make extra sure to thoroughly clean up all surfaces and tools used while working with oil-based ink!**

## **PHOTO DARKROOM**

If you have prior darkroom experience, or have taken a class or one-on-one here at Alchemy, you are welcome to use the photo darkroom.

## **DYE AND FIBER**

There are several sewing machines available for studio member use. One is stored underneath the old sewing machine table in the entryway. There is a how-to guide hanging on the table. If you would like a tutorial on the sewing machine, contact Katey at [katey@alchemyartcenter.com](mailto:katey@alchemyartcenter.com).

Cyanotype is available for use for studio members - materials are stored in the darkroom.

We have indigo and procion dyes on hand for studio use. If you are interested in using these, please ask and we'll get you oriented!