

HAUSPRINT

Members Studio Agreement

The following document outlines the principles for use of the studio.

The studio aims to use safer, less toxic chemicals and solvents where possible. This is to ensure the safety and comfort of all users. This means that even where traditional printmaking techniques, materials and chemicals are being used, the emphasis will always be on the safest possible use, application and cleaning of these.

Members must use all materials, consumables, cleaning materials etc. cleanly and without wastage to minimise health and safety concerns and to keep costs as low as possible.

The studio is intended to provide space for experienced printmakers to work in a professional environment. It should be calm, productive and enjoyable to work in. Every user is responsible for the upkeep of the studio, and should take care to use it, and leave it, as they would like to find it. There is nobody employed to clean up after anyone else.

HAUSPRINT aims to provide affordable studio access. All users can help to make this possible by paying attention to their careful use of the studio, and studio consumables as laid out in this agreement.

Members undertake to use the studio in an appropriate and professional manner. Any member who fails to adhere to the studio agreement in any respect will be asked to leave and will forfeit any membership fees or payments already made.

Name:

Signed:

Date:

Membership No:

Key principles:

All studio users must act professionally and show consideration and respect for their colleagues at all times. In practice this means that users should:

- **organise and keep workspace tidy and in a professional manner**
- **keep coats, bags and folders on pegs or neatly under benches**
- **be considerate of other members' personal space/ practice**
- **always consider specific needs of other users and work to accommodate each other**
- **keep clean and dirty areas separate**
- **use designated areas for specific tasks**
- **use work areas only for their intended purpose**
- **act in accordance with displayed information or advice**
- **respect, do not interfere with, damage, or take other users' materials, inks, plate, tools, paper etc**
- **always clean up**

Studio Information: Cleaning

Vegetable oil

Vegetable oil is the preferred cleaning agent for all oil- based media including:

- Inks
- Soft and liquid grounds should come off with oil
- Litho crayons, tusche, oil pastel etc used as resists

Solvents, including White Spirit, Turpentine and Meths should be used wherever possible in the solvent booth.

Glass slabs, knives and benches should be cleaned further with soap and water. To finish cleaning, where necessary a small amount of solvent can be used.

Rags

Dirty/ pre-used rags can be found in the metal bin. Clean rags are located in the box under the central bench.

- Always use pre-used rags for dirty jobs- please look in rag bin for useable rags
- Always use cut up rags
- Only use new, clean rags where necessary

Sinks

There are two sinks in the main studio.

The large, left-hand sink (plastic shower base) is to be used for all dirty jobs and hand washing. There is a hand cleaner dispenser at this sink. The hand cleaner works best on dry hands then wash.

Etching plates should be degreased at this sink using the plastic duckboard as a rest.

The right-hand sink (stainless steel) is the kitchen sink, to be used only for washing up, kettle filling and food preparation.

Please clean sinks and surrounding area after use.

Towels

There are hand towels at the dirty sink and tea towels in the kitchen. Clean tea towels in the drawer. Please put tea towels in the wash-bin at the end of the day.

Plate cleaning/ solvent-based cleaning jobs

The area adjacent to the hot plate is designated for cleaning using oil. The bench should be covered in newspaper. Newspaper should be thrown away when dirty/ at the end of the day.

The solvent booth (at the back of the studio) should be used for all cleaning with solvents including white spirit, turpentine and meths. If you can, please also use for varnishing etching plates and polishing plates with Brasso.

The metal bin should be used for all dirty rags – please re-use rags from the bin for dirty jobs.

Solvents/ cleaning agents:

- Vegetable oil for all possible cleaning of ink, some grounds, drawing materials
- Low odour solvent or white spirit for finishing off cleaning jobs
- White spirit to remove grounds, stop out varnish etc.
- Meths to remove aquatint / straw hat varnish
- Washing up liquid / pan scourers / cream cleanser or washing up liquid for finishing knives / glass slabs/ benches

Bins

- The metal bin is for rags only
- The black plastic bin is for all recyclables- fabric, plastic, paper, card, glass
- The bin in the kitchen for non-recyclables and food waste

Studio Information: Inking Areas

Intaglio Plates

The central bench is generally to be used as the **intaglio** inking area. The bench can be covered in newspaper, and glass slabs for inking placed on top.

Albion press

Ink should be laid out on a glass slab on the bench immediately to the left of the press.

Litho Press

Ink should be laid out on a glass slab on the bench to the left of the press.

Clean glass slabs, and inking equipment such as knives with vegetable oil, then a soapy sponge scourer and a rag.

Relief Rollers

Rollers should be cleaned with vegetable oil, then if necessary, a small amount of solvent on a rag.

Rollers should be scrupulously clean. Make sure that you clean all parts of the roller including:

- The inner part of the roller, adjacent to the support
- the ends, where the roller meets the spindle
- the handle

After use – dust the roller with French Chalk. Hang the roller with the rubber part away from the wall, so that it does not touch anything.

Studio Information: Clean Paper Area

The plan chest by the door is designated as the **clean paper** preparation area.

Please no dirty jobs on this area.

Handle everything in this area with clean hands.

Damping Paper

Paper should be damped using the designated bucket and sponge.

- Lay paper out in plastic sleeve
- Squeeze a reasonably generous amount of water over paper
- Sponge/ move water lightly over paper – do not scuff surface of paper
- If damping more than one sheet, repeat and stack paper exactly on top of previous sheet
- Close the plastic sheet with paper inside
- If the paper is to be left for some time, or is large in size, weigh paper down with a heavy board to prevent wrinkling
- Always take care when moving plastic sleeves – do not damage other users' paper

Blotting Paper

- Blot paper only when you have prepared plate/ block for printing and placed it on the press
- Do not leave damp paper in blotters
- Use a handling sheet to rub on top of blotters

Drying boards

- Prints can be left in drying boards
- Put as many prints as possible side by side in boards
- Place blotters in between if you want
- Stack prints on top of each other only if you intend to take them away on the same day, so that they retain moisture
- Be extremely careful with other peoples' prints
- Ask for help to move boards if you need to
- Do not tip boards with other prints in them to get at prints underneath

Dry prints will be placed into the top drawer of the plan chest in a named paper or plastic folder.

Studio Information: Other

Collograph / Carborundum

- Collograph plates that include carborundum grit should be made, inked, wiped and cleaned with extreme caution, in order to avoid scratching other plates with grit
- Always work away from other studio users and only use brushes, rags, cloths, etc kept specifically for those plates

Filing plates

- Always file plates outside if possible, or on the edge of the guillotine
- Be aware that metal filings can scratch the surface of your own or others' plates

Studio Information: Presses

There are three presses in the studio. Each press is designed to print specific plates or blocks. Users should only work on a press that it is agreed they are competent to use. It is extremely important that users do not alter the settings or pressure on any press without permission.

Presses must be set up and used correctly at all times. If in any doubt – ask!

Albion Press (Relief)

This press to be used for lino, woodcut and some other relief surfaces.

Litho Press (Lithography)

This press to be used to print from litho stones or plates.

Etching Press (Intaglio)

This press is set to the correct pressure for standard 1mm gauge zinc or copper etching plate. It prints well as set up, and must not be altered **without permission**.

If you want to print anything else on the etching press, ie: drypoint or collograph plates - always check first. The plate might be a different thickness and need different pressure.

Using the etching press

- **Always** wash hands before printing
- Put registration, tissue and plate down on the press before preparing printing paper

Set up on the press bed in the following order

1. Registration
2. Clean tissue
3. Plate- face upward
4. Printing paper
5. Clean tissue
6. With your hand on the paper/ plate put blankets down carefully, so as not to move the plate, or keep flipped back and allow them to drop as you roll (this method helps prevent the plate moving)
7. Make sure the blanket is smooth and without wrinkles
8. Wind the bed through the press, taking care not to go too close to the end of the bed

Studio Information: Acid Room

Wear protective H & S equipment in the acid room:

- Goggles
- Acid resistant gloves
- Apron

There are shared gloves available for use. Wipe up any splashes or drips and rinse sink down after use. Make sure the heater is on in cold weather- the acid is slower in cold weather and it helps to warm up the room.

Safety goggles are available to buy or there are shared goggles. Please wash these after use.

Studio Information: Aquatint

Wear protective H & S equipment in the aquatint room:

- Dust mask
- Apron

The key to the acid room is kept at the side of the studio door. Turn on the light-switch on left hand as you go in. There is a lamp positioned over the melting rack-switch on the top.

Dust masks are available to buy.

At the end of each session

It is the responsibility of all users to make sure that their work area and the studio is left clean and tidy at the end of each session.

- Allow time at the end of each session to tidy up properly
- Put all tools, equipment, etc. in their designated place
- Clean sinks, worktops, presses, etc where you have been working
- Clean the floor where you have been working
- Hang up all used studio scrym to dry out
- Put used and semi used rags in metal bin
- Wash up cups/ plates/ cutlery etc

Studio Information: General

Timekeeping

- Do not stay later than the official end of the session
- If you are late arriving, time cannot be added to the end of the session, except by agreement
- Allow good time for tidying and cleaning up properly – to finish at the end of the session, not after it

Payment

- All print studio sessions must be paid for in advance
- All consumables (paper, plate etc) must be paid for on the day cash or bank transfer
- Tea/ coffee is provided – please make a contribution- there is a tin on the shelf in the kitchen

Radio/ Music

- Radio/ music only if all users agree at that time
- Any member can request that music/ radio is turned off at any time

Eating and drinking

For health & safety reasons and in order to keep the studio clean and tidy food should not be eaten at work areas.

If it is nice weather it is possible to sit outside. In the winter, please sit upstairs for lunch.

No smoking in the studio.