



STAFF CONTACT

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PRINTMAKING STUDIO USE AGREEMENTS - Updated September, 2024

- Printmakers must be at least 18 years of age and either enrolled in an MKAC class or have completed an orientation. No guests or minors are permitted in the studio without prior authorization from MKAC Staff.
- Printmakers must demonstrate proficiency in the process they will be using. Prior experience with a printmaking class or current enrollment in an MKAC printmaking class is a requirement.
- Printmakers may not use the facility during a Maude Kerns Art Center class or other special event and must schedule all visits in advance by phone (541.345.1571), then sign in at the front desk.
- At present, there is a 2-person limit in the Printmaking studio. Printmakers are expected to communicate and respect others working in this shared space
- Printmakers are expected to clean up after themselves, keep their materials and supplies in a designated space, and report any disarray left from previous users to staff immediately.
- If you think you may have damaged or broken a piece of equipment, you MUST alert MKAC staff immediately. We understand that accidents happen, but those who damage equipment through negligence or failure to report equipment issues to staff may be held responsible for repairs and/or replacement.
- Any supplies that are left in undesignated areas or are unidentified will be moved to the lost and found in the MKAC front office for the remainder of the term. After the term has ended, items will be disposed of or become the property of MKAC.
- Printmakers must clearly mark all prints on the drying rack with their name and remove them within one week. If prints are not moved after one week, they will be moved from the drying rack to the lost prints flat file drawer for one term. The lost prints are emptied at the end of the next term and all works are disposed of.

- All MKAC studio art supplies are for printmaking classes and may only be used by printmaking studio artists enrolled in MKAC classes

In the event of a serious accident or emergency, call 911 for Eugene City Police or Paramedic, or Eugene Urgent Care: (541) 636-3473.

PRINTMAKING STUDIO PROCEDURAL MANUAL

This manual contains procedures and appropriate safety precautions for the MKAC Printmaking Studio, located on the lower floor of the Maude Kerns Annex Building. This is a shared space with other studio artists and classes run by the art center. Please use appropriate behavior and precautions, as your actions affect the entire studio including the Artists Resource Studio and Garden Classroom

STUDIO USE ETIQUETTE

- Be aware of the needs of other people working around you in the studio. Music (content or volume), the amount of time you need for the exclusive use of a press or piece of equipment, the amount of space you take up with a project, and other personal work habits can directly impact fellow users. Different styles and work habits are taken into account, and artists who consistently interfere with others' ability to work may be asked to alter their behavior. Repeatedly problematic or disruptive behavior may result in termination of access, as decided on a case-by-case basis.
- You may ask the studio monitor and others in the studio for advice and help occasionally, but as a studio artist, you are expected to know the equipment and techniques that you have applied to use and should be able to work independently. We have a variety of classes and workshops scheduled so you can learn new things and expand your skills.
- When a monitor is present, they are responsible for speaking to anyone who is behaving in a disruptive or dangerous manner. Unacceptable behavior includes reckless use of chemicals and flammables, misuse of equipment, repeated failure to clean up properly, inconsiderate behavior towards others, noise, or music. The monitor may request that the disruptive person leave the premises.
- Please be mindful when using MKAC materials. A limited amount of supplies and tools are available for use in the printmaking studio. Printmakers are welcome to bring their own supplies.

GENERAL SAFETY GUIDELINES & POLICIES

- Know where fire extinguishers are located: One is located next to the sink in the printmaking studio. A second is located in the Artist Resource Studio by the sink on the upper floor.
- Know where the first aid kit is located: Ours is located on the shelving by the drying rack.
- Know where the nearest eye wash station is located: Ours is next to the sink. Flush the eye for 15 minutes and seek medical evaluation.
- Know where the appropriate waste bins are located: Flameproof cans are provided to collect hazardous waste, such as rags used with mineral spirits or other solvents.

- Take precautions to reduce the risk of chemical intoxication. Toxins can enter the body in three ways: skin contact, inhalation, and ingestion.
- No eating is permitted in the printmaking studio, and closed containers for drinks are required.
- No smoking or open flame is allowed anywhere inside the building.
- No working under the influence of alcohol or illegal drugs.
- Seek medical attention for serious injuries.
- Notify MKAC staff in the event of any injuries or accidents.
- **ONLY USE EQUIPMENT THAT YOU KNOW HOW TO USE PROPERLY!** Do not use tools or equipment without proper knowledge/instruction.

SUPPLIES & TOOLS ARTISTS MUST PROVIDE:

- Color etching, relief, and screenprinting inks
- Plates, blocks, & screens
- Printing paper
- Extra Tape
- Gloves
- Any other personal supplies such as hand tools, brushers, dust masks, and more

GENERAL STUDIO USE & MAINTENANCE

- Do not cut on the work tables or glass palettes – all cutting must be done on a cutting mat. They are located upstairs on the cabinet with the paper cutter. Paper tearing can be done on tables and other work surfaces.
- Use glass tables or portable plexi palettes for inking.
- Take care not to waste expendable materials (such as ink, rags, solvents, etc.) This is a safer practice for the environment and helps to keep studio costs low.
- Do not leave paper soaking in the paper soaking tray when you leave the studio. Place wet paper on the drying rack then empty the water.
- Users must clearly mark all prints on the drying rack with their names and remove them within one week. If prints are not moved after one week, they will be moved from the drying rack to the lost prints area. The lost prints area is emptied at the end of each term and all works are disposed of. The flat file is for class use only.

STUDIO CLEAN UP

- Damp towels used as blotters should be hung to dry at the end of each work session.
- Use rags to clean up with solvents and paper towels to clean vegetable oil and water-based materials.
- Return any tools that you use to their designated space
- Clean up any work surfaces you have used (counters, tabletops, palettes, sinks, etc). Don't forget to wipe up press beds, and check the floor for spills around the area you have worked.
- Clean all tools thoroughly, wiping all sides and edges (palette knives, brayers, razor scrapers). This is critical for keeping our shared tools in the best condition possible.

- Sweep up metal filings, wood/linoleum chips, scraps and debris from the floor. A broom, mop, and other cleaning supplies are located in the studio.
- Make sure the studio is clean when you leave. Cleanliness adds GREATLY to the safety and overall function of the studio.
- Make sure all appliances and lights (hot plate, fans, heaters, etc) are turned off before you leave. There are two sets of light switches, one by the tear bars and another by the lower studio door.
- Any supplies that are left in undesignated areas or are unidentified will be moved to the lost and found in the front office of MKAC for the remainder of the term. After the term has ended, items will be disposed of or become the property of MKAC.

STUDIO ACCESS & AVAILABILITY (OUTSIDE OF CLASS HOURS)

- Upon arrival for your scheduled time, visit the front desk to sign in and check out the key. When your reserved time is up, reset the space, return the key to a staff member at the front desk, then sign out.
- Contact a staff member in the office area if there are any issues that arise during your session.
- Holidays, classes, special events, or gallery closure may impact studio availability so be sure to call in advance when scheduling.
- Artists are responsible for bringing their own personal supplies.

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Studio Use Agreement Signatory for Term: Due to periodic updates to the studio, you will be asked to update your agreement each term you take a class.

I agree to these terms and to follow and uphold the procedures, rules, and responsibilities outlined in this document. I certify that I have read the guidelines and that I am aware of the conditions associated with working in the studio and classroom spaces. I understand that my conduct will follow the instruction, safety, and studio classroom guidelines. I understand that failure to do so may result in loss of access to the space without refund or credit and that MKAC reserves the right to revoke my access at any time and for any reason.

Emergency Contact info

Name

Phone Number

*At least one emergency contact is required

Printed Name: _____

Signature: _____ Date: _____

Term: _____

Class: _____

PRECAUTIONS & PROCEDURES TO REDUCE TOXIC VAPORS & MISTS

INKS & SOLVENTS

Inhalation, ingestion and skin contact are the three routes by which substances can enter the body. Regular and prolonged use of oil based inks and solvents without appropriate protection can lead to allergic reactions and dermatitis through skin contact. Some inks contain pigments and ingredients that are more toxic than others. SDS SAFETY DATA SHEETS will be provided and kept in a binder. Use them as reference for any toxic substances used in the studio.

- Keep all ink, acid, or solvent containers CLOSED when not in use.
- Place all soiled rags in red flammable storage containers. (Re-use lightly soiled rags!)
- Go outside for all aerosol, enamel, and lacquer spray paint.
- Use lacquer thinner to remove spray paint and other spray adhesives sparingly.
- It is recommended that you wear gloves when handling chemicals, cleaners and solvents.

DUSTS & POWDERS

Since we do not have the ventilation system in place to handle the use of Rosin and most powder use of these products is prohibited until further notice. These include rosin used in aquatinting copper plates and various chemicals supplied in powder form. All of these are dangerous to breathe because the fine particles fill up the oxygen-carrying passages of the lungs, much like coal dust, asbestos, or tobacco smoke. Lung cancer and emphysema can result from repeated exposure.

PRECAUTIONS & PROCEDURES FOR USING OIL-BASED INKS & SOLVENTS

BEFORE USING OIL BASED INKS

- Use a barrier cream and/or put on gloves to protect your hands before you begin to work. This is particularly recommended while inking plates
- Wear Gloves for all Oil-based inks and Grounds

CLEANING SOLVENTS

- Use nitrile gloves for handling most solvents. Latex gloves are good only for keeping hands clean of ink, not for keeping solvents from absorbing into the skin. Please note that Maude Kerns only provides gloves for classes and workshops.
- To clean oil-based inks from glass surfaces, first remove as much as you can with the razor scraper.

- Use the least toxic cleaner available, such as vegetable oil, for initial cleaning of oil-based inks from plates, blocks, palettes, rollers, and brayers.
- Use odorless mineral spirits for final cleaning if needed.
- Use denatured alcohol for removal of stop-out, degreasing plates, final degreasing of palettes, plates, and press beds.
- Finally, clean glass inking tables with all-purpose cleaners such as simple green.
- Always wrap up and take strong smelling chemical soaked papers to the dumpsters (dumpster key in main office)

USE RAGS WISELY

- Fold rags into pads, so only part of the surface is soiled at once.
- Re-use rags that are only partially soiled. Place slightly used rags in the container marked "partially used rags".
- Dispose of completely used rags in the container marked "used rags".
- When using flammable solvents, all used rags must be placed in red fire safe cans.
- Do not overstuff cans which can potentially start a fire. If cans are full, alert staff.

HAND CLEANING

- Never use solvents to clean your hands! Use waterless hand cleaner, vegetable oil or baby oil to clean inks from hands before washing with soap and water.
- Use a moisturizer regularly to replenish natural oils of skin. (Use of hand cleaners and repeated washing of hands can dry out skin.)

PRECAUTIONS & PROCEDURES FOR ACID SAFETY

Maude Kerns has committed to using Ferric Chloride for etching since it has the advantage of greatly improving the safety of etching. Ferric Chloride (iron perchloride) is actually a corrosive salt and is free from harmful gas emissions. It is still corrosive and must be used with caution. Before using acids, review all precautions and emergency procedures.

- **Be Responsible:** Wear gloves, goggles, and protective clothing (apron) when working with ferric chloride to avoid skin or eye contact.
- **Acid Splashes in Eyes:** There is an eyewash fountain above the sink next to the etching tank. Flush at the eye wash station for 15 minutes, then see a doctor.
- **Acid Contact with the Skin:** Rinse thoroughly with water and seek medical advice. While Ferric Chloride stains, it will not burn skin. It may cause minor skin irritation from prolonged contact.
- **Acid Spills:** Neutralize with sodium bicarbonate (baking soda; located under the sink next to the etching tank). Wear gloves and mop up with spill kit materials or newspapers and paper towels, then thoroughly rinse with water. Dispose of materials properly in a plastic bag.
- **ONLY** copper plates may be used in the etching tanks. Placing other metal plates in the ferric chloride has the potential for creating adverse chemical reactions.
- Be extra careful with splashes or spills when putting plates into the acid baths. If splashes occur on clothing or skin, immediately wash with running water.

- Use tongs to assist in removing plates from acid baths. Allow acid to drain from the plate over the acid bath. Use the plastic tray to catch drips between tanks and sink. Thoroughly rinse the plate with cold running water in the sink.
- Afterwards rinse the plastic tray, sink and surrounding area with running water. The acid will etch the metal sink if not thoroughly rinsed with water!
- If a lot of acid is rinsed into the sink, neutralize it by pouring ¼ cup of baking soda in the sink and flushing it with water until all the baking soda is washed away.
- Close lids on acid tanks when not in use.
- Only MKAC staff is to change or modify acid baths. However, their strengths can weaken depending on use. Consult with the staff if the acid strength seems weak.

PRECAUTIONS & PROCEDURES FOR HANDLING SHARP TOOLS

- When carving wood or linoleum blocks, keep hands behind the tool path.
- Use etching and wood cutting tools with care. Protect points of needles and sharp tools.
- Maintain and sharpen tools after each use. A Slip Strop for sharpening tools is provided.
- Edges from filed etching plates can be very sharp. Handle with care.
- When engraving, remove burrs promptly, sweep up and discard.
- Dispose of all cutting blades properly in the provided container. If necessary, use masking tape to protect the blade. Throwing blades in trash cans is a hazard to anyone who empties the trash and is not permitted.

IMPORTANT SAFETY REMINDER:

IN CASE OF SERIOUS ACCIDENT OR SECURITY EMERGENCY

1. Call 911 for a Paramedic or Police.
2. Then immediately notify MKAC staff,
541.345.1571 or come to the office.

SCREENPRINTING

Drawing fluid printing is possible. No photo emulsion printing at this time.

TOOLS

- You are responsible for bringing your own screen. The screens in the studio are for class use only.
- Squeegees are available for your use.
- We have handmade table-top hinge clamp boards that are made for 16x20 and smaller screens.

SCREENPRINTING

- You may only store screens at MKAC for the open studio times you have signed up for – we simply don't have the room at this time!
- The sink is set up for washing out and screen clean up. There is a hose and spray nozzle attachment stored under the sink area. The water pressure is high enough that it works the same and the sink is built for spraying.

LITHOGRAPHY

We do have a Lithography Press (D. & J. Greig, Edinburgh Lithography Press: Press bed 22" x 34") and a collection of small stones (11x14+) **but we are not yet set up for the process. Please DO NOT use the press.**

INTAGLIO & RELIEF PROCESSES

PRESSES AVAILABLE

- American French Etching Press with captains wheel: Press bed is 32" x 54"
- Charles Brand Etching Press: Press bed is 18" x 24"
- Ettan MS-12 Etching Press: Press bed of 12" x 24" x .25" and a 4" upper roller.

USING THE PRESSES

- Adjust pressure according to plate thickness. The press should operate smoothly. If it doesn't, stop immediately and ask for assistance.
- The printing sandwich: plexiglass, then plate, then printing paper, then newsprint or wax paper, then blankets. Blankets should be arranged from bottom to top: sizing catcher, cushion, pusher. (thin, thick, medium).
- Be considerate of others and don't monopolize the press. Remove your plate and paper as soon as you are finished printing. It is possible to adjust your printing sandwich (with mat board or plexi) so that you and others are working with the same pressure setting.
- At the end of each session, advance the press bed so that the blankets are not under the roller and **release the pressure.**

PRECAUTIONS FOR PRESSES

- Presses generate a tremendous amount of pressure! Do not force oversized material through the press or use collagraph materials that will damage the press roller such as metal objects or hard, thick objects that exceed 1/8" on top of the plate matrix. *The American French Etching press has damage on the roller and press bed because of such a mistake. You must always have plexiglass on this press bed and print only in the marked area.
- Keep hands, long hair, and loose clothing contained and away from rollers and handles when operating presses.
- Please be careful of your fingers when pushing the press bed towards the roller.

BLANKET MAINTENANCE & CARE

- Clean your hands or use paper tabs for handling paper or blankets.

- Protect blankets from bleeds with a layer of newsprint, wax paper, or plastic between printing paper and sizing catcher. Don't use an excessive amount of ink.
- Metal and plexi plates must have edges filed. Don't use materials on collographs that will cut through paper and blankets.
- You may use gray chipboard instead of blankets for printing relief blocks.
- You will have to pay for damaged or inked blankets

HOT PLATE USAGE

- The hot plate is a source of combustion! Do not place flammable materials on or near it
- Do not use solvents near the hot plate.
- Avoid burns by using newsprint under metal plates.
- Leave thermostat between 250 - 300 degrees
-