

Otis Photography Lab and Lighting Studio Access and Use Policies

Photography Crib
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Photo Lab Hours

Mon-Thurs	8am-10pm
Friday	8am-7pm
Saturday	9am-5pm
Sunday	Closed

***The white light in the darkrooms will be turned ON and the color processors will be turned OFF one half-hour before closing time. Students should finish their developing and printing and must return the checked-out items one half hour before closing.**

Policies and Procedures

Otis photography lab access is limited to students who are registered and enrolled in classes. Students must bring proof of enrollment with an Otis ID card to the photo lab before access to facilities and equipment is granted. Students must also complete a Photography Lab info and release form at the beginning of each semester, agreeing to be financially responsible for all equipment checked out as well as releasing Otis College of Art and Design and its employees from any legal obligations. The photo department is not responsible for the safety of your prints or your personal belongings. **Never leave cameras, book bags, or equipment (ours or yours) unattended!**

You must know the proper and safe operation of any equipment and facilities that you wish to use. You must attend a proper demonstration with an Otis photo lab technician before access is granted. Appointments are made through the photo crib. All equipment and facilities are checked out on a first come first serve basis unless prior reservation has been made. Reservations can be made at the photo crib or by calling **310.665.6971**. If a student does not arrive within one half hour of the reservation time, the reservation will be released and given to another student on a first come first serve basis. You may not have more than two reservations at a time. You may not schedule reservations for more than 5 hours at a time.

All equipment loans are for one day only and due back 24 hours from the checkout time. A late fee of \$5.00 per day is applied for each item checked out. You may not check out additional equipment until all late fees have been paid. You are responsible for all equipment checked out under your name, including all late fees and replacement costs incurred from loss or damage. Do not have someone else return equipment for you. Anyone who uses the facility should help keep it clean, use equipment carefully, and report problems to on duty photo lab technicians or the manager.

Health and Safety

It is the mutual responsibility of students and faculty to review all relevant health and safety standards at the beginning of each semester. There are material safety data sheets (MSDS) readily available in the photo department for all approved curricular chemicals.

Any student who is pregnant, has allergies, is highly sensitive to chemicals, or has other health concerns should consult a doctor about potential risks. Be familiar with the location of fire extinguishers, eye washes, and first aid kits.

NEVER smoke, eat, or drink in any of the photo lab facilities.

Lab coats or aprons, neoprene gloves, eye goggles, and towels are recommended when students use darkrooms.

In case of skin contact with irritating chemicals, wash area immediately with plenty of water. In case of eye contact rinse eye for 15 minutes and call physician. Get help from photo lab techs or a manager.

CLEAN UP any spills immediately. When wet chemistry dries, it forms a powder that is far more easily inhaled or ingested.

Checkout policy

All equipment needed to process film and print should only be used within the photo department and returned to the photo crib the same day before the crib closes. Other equipment such as cameras, light meters, tripods, and lighting kits are checked out on a daily basis except on weekends. Equipment checked out on Friday and Saturday is due back the following Monday. Certain pieces equipment may be placed on reserve ahead of time by contacting the photo crib. Access to some equipment and facilities is only granted to students in upper level advanced courses. Contact a photo lab tech or manager if you have questions about equipment availability.

Students will be held financially responsible for the safe return of all equipment they check out from the Otis photo crib. Students will be held financially responsible for the exact replacement cost and fee of an identical new item if the item

checked out has been lost, stolen, or damaged. The replacement cost charge will be equivalent to the cost of new equipment.

Students will be charged a fine of \$5.00 per day for each piece of late equipment checked out.

Students who repeatedly abuse their checkout privileges will lose the ability to checkout equipment and use the facilities.

Department Facilities

Black and white darkroom

The black and white darkrooms are available for students who are currently enrolled in darkroom classes, or students who have taken them in the past. This is a gang darkroom that has 12 enlargers. There is a large sink for developing and print washing. Please ask an on duty lab tech to mix chemistry if it is not already set up when you arrive. Do not attempt to mix chemistry by yourself!

Color Darkrooms

The color area has 10 enlargers in individual rooms for RA-4 color printing. These darkrooms are available to students who have received a proper demonstration of the color enlargers and the Kreonite processor. The Kreonite can make prints up to 50 inches wide. Please do not touch the keypad, feed prints with jagged edges, or prints smaller than 5x7 through the machine. If you are caught doing so, you will be asked to leave the facilities. Color printing kits and print viewing filters are available in the photo crib.

Digital Lab

The digital lab is open to students in the fine arts department who are sophomores and above. The digital lab is equipped with Mac Pros with Lacie color balanced monitors, 2 Epson 4800 printers, an Epson 9900 printer, an 2 Epson V750 Flatbed scanners and a Hasselblad Flextight X1 scanner. The computers in this lab are for editing, printing, and scanning only. They are not to be used for browsing the Internet. You may be asked to leave if you are not planning to print/scan/edit. You can reserve time to print or scan by contacting the photo crib. The Flextight scanner and Epson printers are only available to students who have received a demonstration from an Otis photo lab tech or trained faculty member. You may make a reservation to print or scan by contacting the crib.

Students may provide their own paper or pay for paper provided by the lab. You must stay with your print while it is printing. This lab is not a drop off center for making prints. Lab techs will not accept orders for prints to be dropped off and processed! Students may only use one computer and printer at a time.

Lab fees do not cover the cost of ink! Everyone using the printers, including **faculty**, must purchase a print card from the 2nd floor before you may use the photo lab printers. You will not be charged for test strips of a reasonable size.

Print price = width*height*0.017.

Print price w/ lab paper = width*height*0.025

Prices are rounded to the nearest dollar amount.

Film Processing Area

The film processing area has chemistry for processing black and white negative film. We use Arista Liquid Film Developer, Legacy Pro Eco stop, rapid fixer, and hypo clear. There is LFN and photo-flo available underneath the sink for washing negatives. Please clean up after yourself when developing film. Always return film developing tanks to the crib completely **dry!**

This area also houses a film drying cabinet, print drying rack, RC paper print dryer, hot press, print viewing area, light table, and eye-wash station. Do not insert fiber paper into the RC print dryer. Only prints that have spent sufficient time in the print washer may be put through the print dryer. Prints that are not claimed in a reasonable amount of time will be moved to a lost print box which is periodically dumped in the trash. The photography department is not responsible for the safety of your prints.

Lighting Studio/Green Screen

The lighting studio is stocked with strobes, hot lights, light stands, seamless backdrops, a shooting cove, green screen, flags, reflectors, clamps, booms, and other miscellaneous studio accessories. Access to studio equipment and facilities is given only after students have received a proper training and demonstrations by a photo lab technician.

Reservations for the lighting studio or green screen can be made by contacting the photo crib at **310.665.6971**. If a student does not appear within one half hour of the reservation time, the reservation will be released and given to another student on a first come first serve basis. Classes have priority over the space. The lighting studio is sufficiently large enough and is stocked with enough equipment so that it can be easily shared by groups of people. You may not reserve more than two time slots at a time for the studio. Lab fees must be paid by all students wishing to use the photo lab's equipment. Students wishing to use the lighting studio must leave their Otis ID or driver's license with crib workers before the door will be unlocked. When you are finished printing, you will have your ID card returned.

Do not remove anything from the lighting studio!

Always remove your shoes before walking on the cove!

All shooting must end at least 30 minutes prior to close!

You must neatly return all equipment to its original location and clean up after yourself!

Failure to clean up or stop shooting 30 minutes before close will result in suspension of studio access.

Mural Room

The mural enlarger is only available to students who have received a proper demonstration from a faculty member or lab tech. Please do not attempt to use the mural enlarger if you have not been properly trained! The mural room also has a sink suitable for developing large format film. Please be mindful of the white light when using this darkroom. If you would like access to the mural enlarger please schedule a demo with a lab technician or manager. You may also reserve a time to print with the mural enlarger by contacting the photo crib at **310.665.6971**

Equipment Available for Checkout

All enrolled Otis students

- 35mm SLR cameras
- Portable Strobes*
- Pocket Wizards*
- Light Meters
- Tripods
- Canon Rebel Digital Cameras
- Rebel Series Digital Lenses
- Hot Lights
- Light Stands

Students enrolled in Photo I or above

- All of the above equipment
- Darkroom Equipment
- Film Developing Equipment
- 4x5 Monorail Cameras*
- 4x5 Field Cameras*
- 6x4.5 Cameras*
- 6x7 Cameras*
- 6x6 Cameras*
- Epson Scanner Film Holders

Students enrolled in Photo II or above

- All of the above equipment
- Digital Hasselblad for Studio use only*
- 8x10 Camera for Studio use only*
- Flextight Scanner film holders*
- Canon 5D MK II & III Digital Cameras*

Fine Arts Juniors and Seniors

- All of the above equipment
- Canon 5D MK II & III Digital Cameras*

* Students may check out only after proving competency with equipment or upon completion of a demo from a lab tech.

Access

BFA Student Access

All BFA students must sign lab agreements and present a valid Otis ID in the photography lab office for equipment checkout at the beginning of each semester. Students must have successfully completed course work for specialized equipment before access will be granted to those areas. Unauthorized use of equipment will result in the loss of shop and/or lab privileges. Certain pieces of equipment may not be checked out until competency has been proved to the lab manager or head tech. Demonstrations of this equipment may be scheduled to gain access. BFA students have access to studio, darkroom, and equipment only while currently enrolled. BFA students do not have summer access.

All students may use the lighting studio, but only those students who have received equipment demonstrations may use the equipment in the lighting studio cage. Students found to have checked out equipment for another person in order to offer access to a person not authorized by TSS will have their access denied. TSS reserves the right to deny access to facilities and/or equipment to any person who fails to abide by the above rules or whose action compromises the safety of disrupts the communal use of the facility or equipment.

MFA Student Access

All MFA Students must sign lab agreements and present a valid Otis ID in the photography lab for equipment checkout. Students must be enrolled in or have successfully completed coursework for specialized equipment before access will be granted to those areas. Unauthorized use of equipment will result in the loss of lab privileges. Technicians are not authorized to teach specialized equipment to students. Access to areas may be achieved by scheduling an appointment with the photo lab manager or senior lab tech.

Special cameras -- 4x5, 645, Hasselblad 500, digital Hasselblad -- may not be checked out until proficiency has been proved to lab manager or senior lab tech. Demonstrations of these cameras may also be scheduled in order to gain access. MFA students have access to darkroom, studio, and camera equipment only while currently enrolled. MFA students have limited access during the summer.

Continuing Education Student Access

Continuing education students only have access to facilities pertaining to their specific coursework during the term in which they are enrolled with the following limitations:

- CE student hours are restricted to 5:00pm-close Monday - Thursday, 9:00am-close Friday - Saturday.
- No overnight access to darkroom/studio/camera equipment of any kind unless specifically granted by the photo lab manager or senior lab tech.
- Only those facilities which are directly associated with the course work of the class in which they are enrolled.

All CE students must complete TSS information cards at the beginning of each semester and present a valid Otis ID in the photography lab for equipment checkout.

Faculty and Staff Access

Faculty and Staff must adhere to normal lab/studio hours. Enrolled students working on class assignments have priority for use of equipment/facilities over faculty and staff working on personal projects. Faculty and staff found to have checked out equipment or reserved facilities for another person in order to offer access to a person not authorized by TSS will have their access revoked. TSS reserves the right to deny access of the facilities and/or equipment to any person who fails to abide by the above rules or whose action compromises the safety or disrupts the communal use of the facility or equipment.

List of Equipment for Checkout

Cameras

Digital Cameras

Fuji S9000
Canon Rebel XSi, T1i, T2i, T3i, T4i
Canon 40D
Canon 5D Mk II & III
Hasselblad H3D

35mm Cameras

Vivitar
Contax
Nikon
Canon

Medium Format Cameras

Bronica Etrsi 645
Fuji GW II 6x7
Hasselblad 500 ELX
Hasselblad 503 CW
Mamiya 645
Mamiya 645 Pro TL
Mamiya 7

Large Format Cameras (90mm and 210mm lenses)

Zone VI Field 4x5
Toyo Field 4x5
Toyo Studio Monorail 4x5
Sinar Studio 4x5
Plaubel Peco Profia 8x10 (300mm lens)

Other Equipment

Dynalight Portable Strobe Kits

Profoto Acute 2 Portable Strobe Kits

Light Meters

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Pocket Wizards

Tripods

Soft Boxes

On camera flashes(Q flash; Canon Speedlite 430 ex II; Speedlite 580 ex II

Portable Ring Flash

Smith Victor hot lights and stands.

Lenses

Canon Lenses

Zooms

10-22mm; 18-55mm; 28-135mm; 55-250mm; 75-300mm; 100-400mm

L Primes

14mm; 24mm; 35mm; 50mm; 85mm; 100mm; 135mm