

CFA Photography Handbook

College of Fine Arts Photography Program
Administered by the Dean's Office
College of Fine Arts, Carnegie Mellon University
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Equipment Office MMCH B18

The Equipment Office will be open and staffed during posted hours to process equipment loans, field inquiries, and support facility use. Staff may be available outside of these hours by scheduled appointments. See our website, or schedules posted on the office door, for the current semester's office hours.

CFA Photography Staff

Jamie Gruzka, Special Faculty and CFA Photography Administrator
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Fees

Lab fees for CFA Photography courses are charged per semester to each student to cover costs of provided materials, supplies, and general maintenance expenses. Independent users of CFA Photography facilities are charged based on the level of access requested. Course lab fees are refundable prior to mid-semester break. However, students are responsible for notifying CFA Photography staff of intent to withdraw from a class and eligibility for a refund. After mid-semester break, course lab fees will not be refunded. Independent user lab fees are not refundable.

Lab fees per applicable course or semester:

Black and White Photography I \$90
Black and White Photography II \$90
Shooting Studio use only: no charge
Independent User: Darkroom, Shooting Studio and equipment lending \$40
Independent User: Equipment lending but no darkroom access, no charge

Other course fees may be posted per semester as necessary.

Facilities

The CFA Photography facilities are for use by students who are currently enrolled in a photography course at Carnegie Mellon University, or who have special permission to use the facilities. Such permission is granted on a case-by-case basis, and any member of the Carnegie Mellon University community may contact the facility administrator to request access. Access to the darkroom and shooting studio are obtained by submitting the User Agreement form, after which card access will be granted to the CMU ID listed. Users may be held liable for theft, loss, and damage to the facilities, and are expected to leave shared spaces in good condition; fees may be assessed to individuals if additional cleaning or maintenance is required to restore a workspace. If the condition of an area is unacceptable when you arrive to work, you should notify CFA Photography staff or restore the condition of the area yourself to avoid being held responsible.

Digital Lab access is only available during posted times when a lab monitor is on duty or when faculty are supervising.

B10 Darkroom

This lab suite consists of the following areas: the dry area, the film development area, the beginning darkroom, and the advanced darkroom. The dry area includes the

countertop directly across from the entrance to the darkroom, lightboxes, and the small dry mount press. This section is designated for film viewing and dry print finishing. Wet objects should never be placed on any surfaces in this area to avoid damage to prints and negatives. Coat hooks are provided along the wall near the dry area. When you are finished working in the dry area, please take care to dispose of all paper scraps and remove your work to keep the space in good order.

The film development area includes two light-tight film loading rooms with sinks and counters, two large sinks, film development chemistry, chemical waste collection, print drying racks, and film drying cabinet. Tanks and reels are stored on the wire shelf above the sink, while graduates for measuring chemistry are stored below. Chemistry provided for film development is Kodak D-76 (developer), sodium thiosulfate (fixer), Heico Permawash (hypo clear), and Kodak Photo-Flo (anti-spotting rinse). Used fixer and hypo clear must be poured into the waste collection barrel; all other chemistry may be poured down the drain. Please take care to rinse out all graduates, tanks, and reels when you are finished developing film, and wipe up any chemistry spills if they occur. The beginning darkroom is intended for use by students currently enrolled in Black and White Photography I. It contains thirteen Beseler 45MX enlargers set up for 35mm printing; larger print formats can be used by those who have been instructed or are experienced. Each enlarging station is outfitted with a timer, easel, focusing magnifier, negative holder, and contrast filter set. Color codes trays for print processing are kept under the sink. The advanced darkroom is intended for use by students currently enrolled in Black and White Photography II and independent users. Lenses for advanced enlargers are kept on the shelf above the light box in the dry area, and negative holders are stored in a cabinet near the advanced darkroom sink. Larger easels and focusing magnifiers are provided at all enlarging stations. Trays for print processing are kept under the sink. Chemistry provided for print development is Kodak Dektol (developer), sodium thiosulfate (fixer), and acetic acid (stop bath). Tongs provided are color-coded and labeled for use with specific chemistry. Used fixer must be poured into the waste collection barrel in the film processing area; all other chemistry may be poured down the drain. Wet items should not be brought to any enlarging station.

Take care to dry your hands before handling any equipment. All contrast filters should be kept clean and dry, handled carefully, and stored in the proper section of each filter box when not in use.

Lab Safety

The darkroom contains chemistry that can be hazardous to your health and should be handled with care. Food and drink must not be brought into the darkroom at any

time. Gloves and tongs should be used to avoid prolonged direct skin contact. Photographic chemicals can cause birth defects; if you are pregnant, consult a physician before working in the darkroom. An emergency eyewash station is located in both darkrooms, and a first-aid kit is mounted on the wall to the right of the B10 entrance door. Broken glass, damaged equipment, and chemical spills should be reported to the equipment office as soon as possible; campus police should be contacted for emergencies. MSDS sheets for all darkroom chemicals can be found in a labelled binder in the dry area.

B2 Digital Lab

The digital lab is a full self-service digital input, processing, and output facility. High-resolution scanners, photo editing software, and large format printers are available. Equipment includes a Hasselblad Flextight X1 vertical film scanner and an Epson Perfection V750 flatbed scanner. A variety of film holders are available for both units to allow input from 35mm film up to 4x5 sheet film; additionally, the flatbed scanner has a reflective mode that can scan prints, documents, and create photograms. Epson 9900 and an Epson P800 printers are available. Stock papers are Epson Premium Luster and Epson Enhanced Matte, in roll formats for the 9900 at 16", 24", and 44" lengths, and cut sheets for the P800 at 8.5"x11" and 13"x19". Other paper may be available by request. Print pricing is established as an estimate of combined paper and ink costs; see lab staff for current printing fees. The computers are iMacs running Adobe CC, including Photoshop, InDesign, and Bridge. Select computers have installs of CS6 to allow for compatibility with editions that are available in other computer labs on campus. Please note that while the lab computers are connected to the campus network, they are not on AFS; access is granted by a generic username and password distributed to users rather than via andrewID. Personal file storage on lab machines is permitted, but without guarantee that files will remain intact long-term. A purge of files is done at mid-semester as normal maintenance. Users are encouraged to store their work on their own devices and use the lab machines for proofing and editing.

Lab Use

Open lab hours are provided for students to complete work outside of class time. Members of the Carnegie Mellon University community who are not currently enrolled in a photography class may work during open lab hours, but priority is given to current photography students. Food and drink are not permitted in the digital lab.

B14 Shooting Studio

The shooting studio is a dedicated portrait and model/art documentation lab. It contains continuous lights, strobe lights, and a number of backdrops, lighting, and

modification accessories. Light kits are available for in-house use and as kits for use on-location. To use lighting kits outside of the studio facility you must be enrolled in a photography course or have special permission. Continuous lighting units are recommended for the beginner due to their ease of setup and use. Strobe lights are for those who have had classroom training or experience using such equipment. Unauthorized use can result in loss of access to the Shooting Studio and/or equipment. Contact staff about availability of portable strobes that can be used by beginners.

Shooting Studio equipment

An updated list of Shooting Studio Equipment is available on our website. Documentation aids housed in the studio include a single-column copy stand, documentation sweep for product and flat object documentation, and LED light tent for controlled documentation of product and sculptural items.

Camera supports are always available; a wheeled camera stand for large format camera equipment, as well as a conventional tripod for smaller cameras. A Canon 5D with 50mm and 100mm lenses is kept in the locked shooting studio closet, along with an iMac; they are set up for tethered shooting, and access is limited to students currently enrolled in a studio photography course, or by special permission.

Studio access

Students currently enrolled in a CFA Photography course are granted access to the shooting studio. Individual access may be given on a case-by-case basis. Due to the heavy demand, it is of utmost importance that the space be kept in good condition. Users are expected to exercise common sense and courtesy to maintain the shooting studio. CFA Photography staff and faculty may check the room throughout the day to perform repairs on equipment or address any issues that may arise; however, the studio is not staffed after hours, therefore its condition is dependent upon each user. If the room is in disorder, please report the time, date, and condition via email or in person as soon as possible to avoid being held responsible and possibly fined. Any damaged equipment or depleted materials should be brought to the attention of CFA Photography staff as soon as possible. Please be certain the room is secured and locked when you have completed your work session.

B16 Print Finishing Room

This multipurpose dry space is equipped with tools and materials to spot, trim, mount and frame presentation prints. Equipment includes a large dry mount press, material cutter for mat board, as well as a Fletcher mat cutter for trimming large format prints and making window mats. UV exposure units are located here as well as a printer

specifically for digital transparencies. The room also houses flat files for print storage; students gain access via a key card reader and are responsible for the door to be secured once work is completed.

Equipment Borrowing Policies

Students who are currently enrolled in a CFA Photography course may borrow equipment for use in completing coursework. Equipment may be checked out for a period of two days, but if there is no reservation to use the item, extensions may be negotiated and extended. 35 mm cameras used for the Black and White Photography I course are an exception; a 35mm body, lens, and case can be loaned to a student for the duration of the course. (Batteries will also be supplied for these 35mm kits during the semester.) Reservations on a specific item can be made up to two weeks in advance; if reservations are not picked up by close of business on the indicated date, the reservation will be canceled to allow the equipment to circulate to others. Equipment may not be borrowed on behalf of others; to preserve accountability and responsibility, the person who checks out an item is recorded as possessing it. Unauthorized transfer of possession is forbidden, and offenders may have their equipment access revoked.

General Care of Equipment

Equipment should not be left unattended, in damp areas, under prolonged or extreme heat or cold, or otherwise harsh conditions, particularly in vehicles. Users will be held responsible for damage or loss to equipment, and fines will be charged appropriately. Users who have never operated a particular piece of equipment are encouraged to request a demonstration and instruction before borrowing it. Equipment that appears to be malfunctioning, unresponsive, jammed, or otherwise not performing as expected should be returned to the equipment office as soon as possible. In general, all parts should fit together and move smoothly; excessive force should never be used. For a list of equipment available by loan, see our website, visit the equipment office in person, or email staff with inquiries.

Infractions

Fines shall be charged as follows to users who violate CFA Photography policies or disrupt the communal use of shared resources. Official warnings will be delivered to users via email. Infraction fines will be charged directly to student accounts following email notification to the user.

Failure to clean up an area after use, first offense: warning. Second offense and any subsequent infraction: \$20 fine.

Late equipment return: warning for the first day, \$10/day fine subsequently.

Giving facility access to others: immediate \$100 fine and revocation of all photo area and equipment access.

Damaged or lost equipment: assessed on a case-by-case basis.

Significant abuse/disruption of facilities or equipment: assessed on a case-by-case basis.

Please contact CFA Photography for any questions or clarification of contents of this handbook: <http://cfaphoto.cfa.cmu.edu>