



MCAD Media Center: DARK ROOM RULES & ETIQUETTE

YOUR ENLARGER AREA

- Do not turn on your enlarger light without a lens and negative carrier- white light will fog photographic paper. Keep light to a minimum- look at your negs and tests outside, and turn off the enlarger when changing filters.
- You are responsible for cleaning your enlarger area. Throw away empty paper envelopes & boxes. Remove any masking or clear tape from baseboard. Re-insert the baseboard if you needed to remove it.
- Do not place your plastic trays on the enlarger baseboards. They will leave stains on your prints and chemical residue on the baseboards. Keep them on the floor or on top of the sink.
- Do not remove enlarger condensers unless you know how- ask your instructor, TA or the Media Center. Replace the condenser at the end of your printing session.
- Use only thick sheets of glass that have been taped, or are finished around the edges. The Media Center has glass for you to checkout.
- Do not remove timers from enlarger booths. If you do not know how to use a certain kind, ask.
- Always carry wet prints & test strips in your tray.

PRINT QUALITY

- Allow your print to drip for 10 seconds before you move to the next chemical while printing. The chemicals are contaminated and exhausted very quickly if you don't do this.
- Use only the designated tongs in each bath. Using tongs from other trays will leave stains on your prints and contaminate the chemistry.
- Do not leave prints or test strips floating in chemistry or water longer than necessary.
- Never add prints to the First Wash and/or the Rocker Washer if there are already prints in there, and remove your prints promptly when they are done washing.
- If the chemistry seems exhausted (developer & stop will appear very dark), let the Media Center know.
- Never mix any chemicals yourself without direct Media Center approval.

DRYING

- Please don't put RC prints on the drying racks. It is only for fiber, archivally washed prints.
- Please don't put RC prints on the Green squeegee boards. They are for fiber, archivally washed prints.
- Never put your tray on top of the RC dryer or the Color Processor, you will leave chemical residue on them.

PRINT VIEWING AREA

- No bags, purses, food or drink on the white table in the print viewing area. This is to keep your prints/negatives clean. This rule will be enforced with a fine if necessary.

**If you have any questions please contact the Media Center:
612-874-3672 or mcenter@mcad.edu**