

# Papermaking Personal Proposal

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

Circle One FR SO JR SR GRAD FAC STAFF Other

Any MCAD student (enrolled in day classes) who wants access to the Paper Studio must fill out and sign the Paper Studio Rules and Procedures form. At that point, a meeting will be set up with the Printshop director to discuss the proposal and the access policies.

List Equipment/Facilities You Need Access To:	Dates and Times Needed (include prep and clean-up time for studios)

## Check All Appropriate Boxes

- I need to set up a time for equipment training in \_\_\_\_\_.
- I am working on a project for \_\_\_\_\_ class that meets from \_\_\_\_\_ to \_\_\_\_\_.
- I would like to use the equipment/facilities for an extended time period.
- If using paper dryer you should have a file so others can unload you paper.
- I have read and filled out the MCAD rules and procedures form.

<p>I (print name) _____ fully understand my access privileges and responsibilities and have a valid fee statement on file. I hereby agree to accept full responsibility for any loss of damage to the MCAD <b>Paper Studio</b>. If anything is lost, stolen, or damaged (returned in a condition other than the condition which I received it) I will replace the item or pay for any repairs or clean up necessary.</p> <p>Signature _____ Date _____</p>
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Paper Studio OK:  YES  NO  Yes, but Conditional

Date Review: \_\_\_\_\_

## ***MCAD PAPERMAKING STUDIO RULES & PROCEDURES***

### **Health & Safety:**

1. YOU NEED TO FOLLOW ANY POSTED RULES AND EQUIPMENT DIRECTIONS IN THE PAPERMAKING STUDIO.
2. Food and drink cannot be brought into the Wet Studio or Dry Studio since this will ruin paper.
3. Wear shoes.
4. Wear gloves when using pigments. This is critical to protect your skin over time since solvents can be absorbed through the skin and enter the bloodstream, potentially causing systemic health effects as well as skin conditions like dermatitis.
5. An eyewash is installed in the Wet studio. Please use it even if small splashes of substances occur on your face.
6. There is soda ash near the stove. All splashes to your skin should be washed immediately with running water for several minutes.
7. Use safety glasses and heat gloves when using the stove. Be aware of the stove in the wet room, turn off when finished
8. You need to read and understand the posted directions for the press/beaters/dryers. Please ask for help if you have any questions. If you are too tired to work, please do not endanger yourself by using any equipment
9. Special care needs to be taken in the studio if you have allergies, chemical sensitivities or you are pregnant to avoid certain materials. See a studio staff member. All SDS are located in the dry room--please consult them for more information
10. There is a carbon monoxide detector in the Wet Studio. If the alarm goes off, leave the room and contact Public Safety
11. Report any defective equipment to a faculty or staff member so it can be repaired as quickly as possible.
12. Report any major accidents that occur after hours to Public Safety by calling x1555 in case of an emergency or x1801 for non-emergencies.
13. If no one is available, email [printmakingstudio@mcad.edu](mailto:printmakingstudio@mcad.edu) to let us know what is happening or if anything needs attention in the Paper Studio.

### **Cleanliness:**

1. Clean up after yourself, wash off the moulds, clean off the screen in the drain trap, put away your pulp, plus your own materials, etc. Clean all surfaces you have been using, the beaters, buckets, containers, throw away trash, etc.
2. Wash your hands after you are finished working or before eating or smoking
3. Store pulp in a bucket with your name and the date and use it soon. Pulp in buckets will be removed if it is left for more than ONE week or if it gets moldy. You can refrigerate pulp in a plastic ziplock bag with your name and the date, or you can put pulp to dry out in balls with your nametag in the drying rack.
4. If a Printshop staff is working and notices the Paper Studio is not clean, we will contact you or the faculty member and request you come back and clean up.

### **Sharing the Papermaking Studio and the equipment with others:**

1. Be cooperative with space usage, i.e., make room for others to work, play music quietly, put away your personal items when finished, etc.
2. Use Places and Spaces for signing out the beaters
3. The high quality Tim Moore moulds must be checked out from the Printmaking Director or Printshop Technician.
4. Any lost or forgotten items in the Paper Studio, ie, cell phones, iPods, computers, cords, chargers, purses, wallets, will be turned into Public Safety.
5. The MCAD Paper Studio is not liable for valuables you leave out. LOCK up your belongings, even for a few minutes--so don't leave your laptop/purse/wallet in the dry room when you are in the Wet Room or it might get stolen

### **Agreement:**

- a. I have read, understand and will comply with the Papermaking Rules and Procedures. I accept full responsibility for any damage to the Paper Studio due to misuse or negligence. I agree to remove the contents from my flat file or remove my pulp or they will become property of the Paper Studio after the last day of the semester. I understand I will be fined a minimum of \$25 and/or my Paper Studio privileges will be revoked due to NOT following these rules, as well as any other posted rules in the Paper Studio.
- b. I understand that the Paper Studio is not responsible for any lost, stolen or damaged property.
- c. If I choose to not follow the rules, this progressive disciplinary procedure will occur: 1. Verbal Warning. 2. Written Warning. 3. One-week suspension from Paper Studio. 4. Paper Studio Privileges Revoked.
- d. For any questions, please contact MCAD Printmaking Studio Director, 612-874-3643 or email [printmakingstudio@mcad.edu](mailto:printmakingstudio@mcad.edu).

Print name (and all information) legibly \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_