

# MCAD Printshop and Paper Studio Access Policies

## **MCAD Printshop and Paper Studio Access Policies**

The primary users of the Printshop and Paper Studio are students attending degree seeking classes and Continuing Education classes since they pay tuition to attend MCAD. This is in line with the MCAD Values Statement, which states, “**STUDENTS FIRST.**”

The secondary users of the Printshop and Paper Studios are faculty and staff, Jerome and McKnight Fellows, Casual Labor Staff. Any MCAD Faculty or Staff or Jerome or McKnight Fellows who want to use the Printshop/Paper Studios, must fill out a Personal Proposal in detail.

The Printshop and Paper Studios are open on the first day the fall, spring and summer semesters and closed on the last day of classes for students enrolled in full time degree classes.

### **Use of the Printshop and Paper Studio:**

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use of the Printshop and Paper Studio is for students who have had previous experience in printmaking and papermaking at MCAD or other institutions. For students who have not had any previous experience, it is required that they take or audit a class at MCAD or another organization in order to learn the necessary skills to use the studios and equipment. Students who want to take a short “workshop” in order to learn how to make paper or prints will not be approved for access.

### **May/June Break**

**BFA, MFA students:** No access to the Printshop or Paper Studio after the last day of classes and during May/June break.

**Faculty/Staff:** No access allowed.

**Non-Student TA's, Jerome Artists, McKnight Artists, Continuing Studies Students, Continuing Studies Faculty, Student Workers, Casual Labor:** No access allowed.

It is important to note that the Printshop & Paper Studio are maintained, equipment repaired, and cleaned over the breaks.

### **August Break**

**BFA, MFA students,** No access to the Printshop or Paper Studio after the last day of summer classes and during the August break.

**Faculty/Staff:** Access to the Printshop or Paper Studio is granted after 5pm Monday – Friday and on weekends. During the day (8am-5pm) or early morning access is not allowed due to projects like floor stripping, cleaning and waxing, equipment maintenance, and overall studio repairs etc. Over the August break, keep in mind we are prepping heavily for fall

semester classes. All equipment might not be available since this is a time that certain pieces of equipment might be out of the shop being fixed or repaired.

**Non-Student TA's, Jerome Artists, McKnight Artists, Continuing Studies Students, Continuing Studies Faculty, Student Workers, Casual Labor:** No access allowed.

#### **Thanksgiving Break**

Closed Thanksgiving Day, but open for access for students/faculty/staff for the holiday weekend.

#### **December/January Break**

**BFA, MFA students:** No access to the Printshop or Paper Studio after the last day of fall classes and during the break.

**Faculty/Staff:** Access to the Printshop or Paper Studio is granted after 5pm Monday – Friday and on weekends. During the day (8am-5pm) or early morning access is not allowed due to projects like floor stripping, cleaning and waxing, equipment maintenance, and overall studio repairs etc. Over the winter break, keep in mind we are staffed with a small crew, and supplies are restocked on a minimal basis. All equipment might not be available since this is a time that certain pieces of equipment might be out of the shop being fixed or repaired.

**Non-Student TA's, Jerome Artists, McKnight Artists, Continuing Studies Students, Continuing Studies Faculty, Student Workers, Casual Labor:** No access.

#### **Spring Break**

The Printshop/Paper Studios are open during Spring Break and access is open for everyone.

#### **Continuing Education**

**For Continuing Studies classes,** students are allowed access the first day of class begins, at the class starting time, through the last class, when the class ends.

**Continuing Studies Faculty and TA's** have access to the Printshop/Paper Studio a week before their class begins and a week after it ends, for prep work for their class and then to move things from their flat files, lockers, etc. *Continuing Studies faculty does not have access to the Printshop over Dec/Jan, during the May or August breaks.*

## **Fees for Printshop & Paper Studio Use**

- **BFA & MFA, Jerome, McKnight:** There is no fee for registered students to use the MCAD Printshop and/or Paper Studio with a Personal Proposal if they are enrolled in a day class or a Continuing Education class or have a Jerome or McKnight Fellowship. If anyone has an unusually large project for their own work, or an outside company or commission, then they should provide their own ink.
- **Faculty/Staff:** There is no fee for using the Printshop or Paper Studio for their own personal work. If anyone has an unusually large project for an outside company, then they should supply their own ink.
- **TA/Casual Labor:** There is no fee for TA's or Casual Labor to use the Printshop or Paper Studios for their own personal work. If anyone has an unusually large project for an outside company, then they should supply their own ink.
- **Continuing Education** There is a lab fee assessed for students in Continuing Education classes, which is agreed upon by the Printshop Director and Continuing Education for each class held in the Printshop or the Paper Studio. At the end of each semester, the amount per student in each class is transferred from the CE budget to the Printshop budget by a journal transfer.
- **MCAD Outside Group Workshop:** If an outside group comes to MCAD and brings in a class that wants to do a workshop in the Printshop or Paper Studio, there will be a minimum of fee assessed for inks, rags, supplies, etc. Based on the number of participants, and materials used, this fee might be change depending on the details of the group.
- **Departmental budget transfer:** There is a fee for supplies to use the Printshop if the department is printing large amounts of tickets or posters for their own department. This gets charged back to the department as a budget transfer. A hard copy of the journal transfer is given to the Printshop after the transfer is done.

## **Teaching Assistants**

- A faculty member may request a Teaching Assistant for their classes through the Fine Arts Department if there are funds available through work-study. The TA is supervised by that faculty member who oversees their work, assigns them their tasks, and signs their timecards. The faculty member needs to inform the Director of the Printshop and Paper Studios who the TA is and for what class they are assigned to since the work is done inside the Printshop.

- For Continuing Education classes, faculty can request a TA through the CE department and then a TA is lined up for the class. TA's are helpful since they can help the faculty member keep day students out of the Printshop or Paper Studio during the CE class.
- When faculty are teaching and they have a TA, the faculty member needs to be present at all times when they are in the Printshop or Paper Studios.

### **Other MCAD Departments Access**

- For other MCAD Departments, wishing to use the Printshop for a project, (i.e. a group project for a department, a class, a Visiting Artist, etc) the protocol is that they need to communicate in advance with the Director or Printshop Assistant about the project). Projects cannot be done without prior approval. A fee needs to be assessed for inks or other materials, and also, time can be planned when certain areas of the shop can be used for the project to make sure that classes are not in session. Then, a journal transfer for the fee needs to be done, with a copy of the journal transfer given to the Director or Assistant.

### **Student Groups, Printclub, and other MCAD Student Clubs**

- For student groups wishing to use the Printshop for a student club, the club leaders must email the Director with meeting times, in advance to request times in the Printshop for their club to meet to make sure it is available. There are other classes like Continuing Education that meet and so it might be that there are times that the club could not meet if the Printshop were not available. The Printshop Director must approve all meeting times. Signs must be posted a minimum of two weeks in advance by the Club, so that other classes and faculty know that the club will be meeting in the Printshop.
- If the Club is using a press, or another type of equipment, other students doing their homework in the studios must also be allowed access to the press as well. Students who participate in Print Club, are allowed to use the Printshop during Print Club meeting times with other club members, but need to take a Print, Paper Book class in order to fill out a MCAD Personal Proposal in order to gain access to the Printshop in the future in order to work independently. Print Club may use the Printshop once per month during the course of the semester.

### **Adjunct Faculty**

- If an adjunct faculty member is not returning to teach the next semester, they do not have access to the Printshop in between semesters, for example, over winter break or summer.
- Adjunct faculty must clean out their flat files, locker, and items in the Print Faculty office if they are not returning to teach the next semester.

**Revised May 8 , 2025**