

MCAD Printshop Personal Proposal

Name: _____ Phone#: _____

Email: _____ Circle One: FR SO JR SR GRAD FAC STAFF Other

Semester: ☐ Fall ☐ Spring ☐ Summer Year: _____

1. Any MCAD student, faculty member, or staff member, not enrolled nor teaching a printmaking class, but who wants access to the Printshop, must fill out and sign the Personal Proposal as well as the Printshop Rules and Procedures form.

2. Please type a separate, detailed description of your Proposal including areas/equipment you need access to.

3. Proposals must be submitted at least **7 days in advance** to allow proper time for processing of your ID Card.

4. After your Proposal is submitted, a meeting will be set up with the Printshop Director if needed.

5. If approved, you will be given access to the area of the Printshop as specified in your Proposal.

6. For faculty members and staff members proposing to use the Printshop, please keep in mind that the Printshop is for students first, so there are limitations on time. Please include a start/end time for the project, for the semester, as well as for days of the week. Be as specific as possible.

7. If you have not previously taken a class in a particular area (i.e., Screenprinting), you will not be approved to use the Printshop for (i.e., Screenprinting) proposal, since you need this technical background in order to work in the shop.

8. Please plan in advance as last minute rush proposals cannot be processed.

Check and fill in all appropriate boxes

☐ I have taken a previous class in _____ (name of class), _____ (semester, year) with _____ (name of instructor).

☐ I need to set up a time for equipment training/review in _____.

☐ I am working on a project for _____ class that meets on _____ from _____ to _____.

☐ I need a flat file **AND / OR** locker (please circle).

☐ I am working on a collaborative project with _____.

☐ I have read and filled out the MCAD rules and procedures form and attached it to this proposal.

☐ I have a special project that I would like to discuss with you in detail (see attached proposal).

☐ Brief description of Proposal: _____

I (please print name) _____ fully understand my access privileges and responsibilities and am presenting a valid fee statement. I hereby agree to accept full responsibility for any loss or damage to the MCAD Printshop. If anything is lost, stolen, or damaged (returned in a condition other than the condition in which I received it) I will replace the item or pay for any repairs or clean up as necessary, or be denied access to the Printshop.

Signature _____ Date _____

Printshop OK: ☐ YES ☐ NO ☐ Yes, but Conditional

Date Review: _____

MCAD PRINTMAKING STUDIO RULES & PROCEDURES

HEALTH & SAFETY

YOU NEED TO FOLLOW ANY POSTED RULES IN THE PRINTMAKING STUDIO.

- ① Food and drink cannot be brought into the shop or put on the white tables since this will ruin paper and prints. Put drinks on lockers that are in the hallway. If you break this rule Printshop staff will move your drink.
 - ② Wear gloves when using any type of solvent, acid or chemical. This is critical to protect your skin over time. If you are in the Printshop and found NOT wearing gloves, you will be asked to put on gloves
 - ③ Please pay attention to the following safety guidelines
- Consult the Printshop Material Safety Data Sheets sheets for detailed information regarding health effects, hazards, and personal protection if you have concerns about your exposure to any solvents chemicals, or inks in the Printshop.
 - Eyewashes are located in the studio; use them even if small splashes of substance occur.
 - Closed toed shoes must be worn in the Printshop, no sandals or flip-flops allowed.
 - Acid and caustic solutions are water-soluble: all splashes to your skin should be washed immediately with running water for several minutes.
 - Emulsion and ink should be cleaned from under fingernails and hands before eating or smoking.
 - Be aware of hotplates in the intaglio studio, turn off when finished.
 - Use ear muffs and glasses when using the pressure washer.
 - Always use cutting tools away from your body and do not cut on the white tables.
 - Respirators must be worn when using solvents in the lithography area or if you have a compromised immune system
 - Special care needs to be taken in the studio if you are pregnant to avoid certain materials (See a staff member for more information). Use the safety shower if you spill large amounts of chemicals on your body.
 - Report all accidents (major and minor) and any defective equipment to a staff member.
 - If you are working when you are extremely tired. STOP ...this can be a cause of an accident.

CLEANLINESS

1. Clean up after yourself, put inks away, plus your own materials, screens, plates, etc. Clean all surfaces you have been using, including ink knives brayers, spatulas. plus remove tape put rads in containers, throw away trash, etc.
2. Wash your hands each time before you print! This helps to keep your prints, the blankets and the Printshop clear
3. Use a razor scraper, Ink-Eater and "Restore the Earth" along with rags to remove oil-based ink from glass slabs
4. When cleaning up water-based inks, take your brayer and ink knives and wash them right at the white sink. The Printshop is in the process of transitioning to becoming a more "Green" Printshop so we want to encourage the use of more environmentally friendly inks that are easier to clean up
5. Please-NO shop rags in Screenprinting. They are for oil based printing processes only.

SHARING THE PRINTSHOP WITH OTHERS

1. **Only registered MCAD students who are enrolled in a Printmaking class or who have filled out a Personal Proposal with a Paid MCAD Fee Statement may be in the Printshop. Guests are not allowed to come hang out, and cannot assist with prep work, printing or racking prints due to liability issues.**
2. Remove prints from drying racks ASAP. We cannot guarantee the safety of your prints if you leave them for longer than a few hours.
3. Make room for others. LABEL ALL YOUR TOOLS. SCREENS. EMULSION, ETC...so if you lose them, you can find them in the Lost and Found.
4. **No glass in screenprint area or commercial production printing. This means-do not print posters that you are going to sell at concerts.... the Printshop is for MCAD class work only. You need to supply your own ink for outside projects.**
5. Please-do not prop the door open after hours! LAPTOPS AND THINGS GET STOLEN EASILY.. The locked door after 6pm and on weekends with card access is to keep students safe in the Printshop.
6. You may only work when there is NOT a class in session. Or, you can ask the instructor 15 minutes prior to class if you may work during their class.
7. Any lost or forgotten items left in the Printshop, ie, cell phones, iPods, computers, cords, chargers, purses, wallets, will be turned into Public Safety. The MCAD Printshop is not liable for any valuables you leave out. We suggest that you lock up your personal belongings, even for a few minutes.

I have read, understand and will comply with the Printshop Rules and Procedures. I accept full responsibility for any damage to the Printshop due to misuse or negligence. I agree to remove the contents from my locker, flat file, remove my screens, prints, or they will become property of the Printshop after the last day of the semester. I understand I will be fined a minimum of \$25 and/or my Printshop privileges will be revoked due to NOT following these rules, as well as any other posted rules in the Printshop.

I understand that the Printshop is not responsible for any lost, stolen or damaged property.

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 Printshop. 4. Printshop Privileges Revoked.

My professor and/or Department Chair will be informed of any progressive discipline actions.

For any questions, please contact Diana Eicher, MCAD Printmaking Studio director 512-874-3643 or email diana_eicher@mcad.edu.

Print name (and all information) legibly _____

Signature _____ Date _____

Phone _____ Email _____