

MCAD Media Center: **DARK ROOM RULES & ETIQUETTE**

SUPPORT

- The support of the MCAD dark rooms, including the cleaning, mixing, checking, and changing of chemistry, enlargers, washers, support equipment, and printing equipment is maintained by the MCAD Media Center and the Media Technology Specialist. If you need assistance, please visit the Media Center window and we will do our best to assist as quickly as possible.

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.
- Do not bring cell phones or any device which could inadvertently emit white light into a darkroom.
- 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 under the enlarger booth.
- Do not remove enlarger condensers unless you know how- ask your instructor, TA or the Media Technology Specialist. 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. This glass is provided in the print darkroom.
- 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 Technology Specialist know.
- Never mix any chemicals yourself without training from your instructor or the Media Technology Specialist.

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 Black squeegee board. It is for fiber, archivally washed prints.
- Never put your tray on top of the RC dryer, you will leave chemical residue on it.

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