

MCAD Student Use of Darkroom 301 Policy Updated August 2022

GENERAL INFORMATION -

Darkroom training is provided by Photography and some Media instructors at the beginning of each semester. Darkroom training may also be considered for individuals who fill out a personal proposal through the MCAD Intranet. Facilities must be left clean and put back accordingly after Darkroom use. It is your responsibility to pick up any garbage, cover chemistry, turn off and shut enlargers, clean up any spilled chemistry, rinse out any used tanks or trays and put them back in their designated areas.

If you arrive and chemistry is not mixed or exhausted or the equipment isn't working properly, please contact the Media Center. Students are welcome to mix their own chemistry in the darkroom trays (mixing instructions provided next to the sink) but any assistance with that or other chemicals can be requested between 8:30 and 4:30 Monday through Friday. Outside of these hours, please contact the Media Center and we will resolve any issues as soon as possible.

Abuse of equipment, purposeful damage, tampering of chemicals, or other general misuse may result in total loss of access to the space.

DARKROOM POLICY -

The darkrooms are reserved for classes during designated course times. Only the students in those classes have access to the space during the allotted time periods posted outside of the darkroom. If the class is not using the darkroom, other students with access may use it.

Students using the space need to leave if asked to by the instructor in the space.. Students may ask for permission from the instructors to use the space during their class times.

Only students who have completed a 3000 level or higher photography course have access to this space when not currently enrolled in a photography course. Students who have completed darkroom training outside of MCAD may submit a Personal Proposal explaining what they intend to use the darkroom space for and their level of competency to be reviewed, while also setting up a meeting time to go over training and policies with Media Center Staff.

PERSONAL PROPOSALS -

Any requests for exceptions to any access or usage policies must be submitted to the Media Center using the online "Personal Proposal" form found on the Media Center Intranet page. Please submit *at least* three business days before the requested start date.

MEDIA CENTER HOURS OF OPERATION:

- Mon-Thu: 8:30am-9:30pm
- Fri: 8:30am-7pm
- Sat-Sun: 10:00am-2:00pm

Access to the Darkroom outside of these times is by key card access only