

ARTISTS/REGISTERED USERS

GENERAL INFORMATION

Opening Hours

Tuesday – Thursday 11.00am - 9pm
Friday – Saturday 11.00am - 6pm
Sunday and Monday Closed

Tel. 01382 909242

Fax. 01382 909221

Email. annis.fitzhugh@dca.org.uk

Introduction

Welcome to Dundee Contemporary Arts Print Studio, a spacious state of the art workshop which houses world class facilities for use by artists, community groups and the general public. This manual aims to provide information on how it operates and how you can make full use of the facility.

What is a print?

The Print Studio classifies an artist's print as a work uniquely conceived by an artist for print media. We intentionally keep the definition of a print non-specific to remain open to all present and future opportunities and possibilities offered by use of print based media.

What is Dundee Contemporary Arts Print Studio?

The Print Studio in Dundee Contemporary Arts continues the established tradition of the Dundee Printmakers Workshop (1977-98), providing facilities for the production of print-based artworks by professional and amateur artists and members of the community in Dundee and the outlying regions.

The Print Studio is unique in its location and ambition. The open access workshop provides equipment of diversity, range and scale unparalleled in the UK, for users of all ages with varying levels of expertise.

The centre is funded by the Scottish Arts Council and Dundee City Council and is a charitable status organisation.

Dundee Contemporary Arts Print Studio policy

The Print Studio exists in order to:

- Increase knowledge and understanding of print, photography and computer generated imagery amongst artists and the general public.
- Provide *hands on* access to resources and training, enabling users to develop their creative practice, gain new skills and source expertise.
- Provide a lively atmosphere and friendly environment that has a social and cultural mix to stimulate discussion and exchange of philosophies, ideas and working practices.
- Assist community groups, educational institutions and charities by supporting their vocational and formal training programmes.
- Collaborate with established national and international artists on publication projects with an emphasis on creative experimentation.
- Research new digital technology, green technology and the latest technical developments in order to inform contemporary print practice.

- Collaborate with other regional, national and international organisations and agencies which seek to cross artistic and cultural traditions, disciplines and practices.

What does *hands on* mean?

Open or supervised access for user groups to printmaking, photographic and digital imaging production facilities that place an emphasis on high quality and interaction.

***Hands on* – How do you gain access to the facilities?**

Individuals wishing *hands on* use of the facility must first become a registered user.

On registering, users receive a *Users Guide* and *Conditions of Usage* and take part in an induction course which outlines operations systems relating to booking equipment, payment for use of the studio space and equipment, health and safety information and procedures, education and other opportunities.

How accessible are the premises?

The Print Studio is located on level 3 of Dundee Contemporary Arts. Access is through the café bar, which has stairs to the front and rear of the building. There is lift access to the rear of the building.

The studio has a toilet with disabled facilities.

The design of the studio makes the following provisions:

- A flexible working environment that can be utilised by groups.
- Professional equipment, which may be used safely by trained non-professionals.
- Low level working and storage provision.
- Wide access routes to facilitate wheelchair manoeuvrability and ease for use by people with mobility impairment.
- Excellent natural and artificial light conditions.

Who runs the Print Studio?

The staff responsible for the day to day running of the studio are:

Director: Annis Fitzhugh

Print Studio Coordinator: Claire McVinnie, Marianne Wilson

Technical Assistants: Allan Beveridge Scott Hudson, Robert Jackson

Editions Sales Coordinator: Sandra de Rycker

There is a staff rota board that clearly indicates which member of staff is on duty and available for consultation, troubleshooting, or the sale of materials. Staff members are not available for consultation when carrying out other studio business such as editioning or teaching. Staff members should not be disturbed outwith their working hours when they may be producing their own prints.

Conditions of Usage

The *Conditions of Usage* outlines the rules and regulations of the studio.

It also provides information about consumables and sundry items that are provided by the studio as part of the user *Session Fees*.

Only Registered Artists who sign the Conditions of usage may use the Print Studio facility on a non-assisted basis.

Registered artists are required to abide by the current conditions as set out in this document and are required to retain this document for their own information.

Registered artists are required to sign an *extract of Conditions of Usage*, stating that they agree to abide by the conditions set out in this document. The signed extract is to be retained by the Print Studio.

Registered artists are required to read and retain the *Information for Artists Manual*.

Registered artists are required to abide by the *Health and Safety Policy* and all Health and Safety Procedures of the Print Studio. Signing the *Extract of Conditions of Usage* indicates agreement to abide by the *Health and Safety Policy*.

The Print Studio reserves the right to update or alter the *Conditions of Usage* without prior notice. Such alterations will be posted on the *Registered Artists* notice board in the Print Studio. Current *Registered artists* are bound by such alterations.

Annual Registration Fee

Artist users are charged an *annual membership fee* that allows continuous access to the facilities. Membership runs from one year from the date of registration. Registered users receive invitations to previews, artists' talks and information on all professional and social activities of the Print Studio and Dundee Contemporary Arts.

Registered users may display prints, on consignment to the studio, in the print browsers and at other events when the studio is promoting the work of artist users.

Group Registration Fee

An annual registration fee is charged for use of the facilities, which operates as above

Cost is relative to the size of the group and its requirements. The group leader and the Print Studio Manager agree this cost and conditions of access.

Session Fees

Session fees are charged for use of Print Studio space, consumable materials and equipment. The fee is charged on a daily basis regardless of the length of time the artists spends in the Studio. Alternatively, regular users may wish to pay monthly, quarterly or yearly session fees which provide discount and allow unlimited access to the facilities for the stated time period. There are also supplementary charges levied against the use of certain large format and sophisticated equipment and for screen hire. These costs are outlined in the facilities section of this manual. All fees contribute to the cost of equipment maintenance, other operational overheads and consumable materials provided by the studio. These are outlined in the *Conditions of Usage*. Fees quoted are inclusive of VAT.

1. Registration

- Membership of the Print Studio is on an annual basis and runs for one year from date of joining.
- Registration fees are not transferable
- Concessions are for those currently registered unemployed or on incapacity or other State benefit, National Union of Students cardholders, those receiving State Pension, and artists on Government training schemes.

- There is a six month Probation period for new *Registered Artists*. During that period new *Registered artists* are bound by certain regulations (see 3. Materials/accounts)
- The Print Studio reserves the right to refuse or terminate, without financial liability, any Registration where the *Registered Artist* is in breach of the *Conditions of Usage*.

2. Use of facilities

The following apply to all individuals and groups wishing non-assisted access to Print Studio Facilities.

- Anyone wishing to use the facilities as *non-assisted artists* must be competent to do so, either from previous experience or having successfully completed Print studio training to the satisfaction of Print Studio Staff.
- The Print Studio may require a demonstration of competence by observing the candidate at work or viewing work in the relevant media previously made by the candidate.
- New *Registered artists* must take part in a brief induction course which outlines operations systems, aspects of Health and safety procedures and technical information about specific equipment.
- Print Studio Facilities are not for use for commercial purposes other than limited editioning of the registered artists' own work.
- *Registered artists* cannot use the facilities on behalf of other individuals or groups without prior permission from the Print Studio director.
- During new *Registered artists* probation periods equipment may not be removed from the premises by them.
- *Registered artists* may book equipment in advance.
- Alternative booking arrangements must be authorised by the Print Studio Director.
- *Cancellation of a booking* must be given at least 24 hours in advance. Failure to observe this will lead to the artist being charged the daily session fee and the full daily rate for the press (if applicable). This fine also applies to those who have paid term session rates.
- All Print Studio equipment and resources must be left in a clean tidy and secure state. Failure to observe this will result in a *clean up fee* being charged at the same rate as the one to one tuition/technical assistance rate.
- The Print Studio cannot accept responsibility for storage, damage to, or loss of any property left in plan chests or on any part of the premises. All belongings brought on to the premises are at the owner's own risk.
- The Print Studio cannot accept responsibility for the unsuccessful results of any print process undertaken by non-assisted artists, nor for failure to meet deadlines or standards even where due to failure of Print Studio equipment.
- Artists must strictly adhere to *Health and Safety* instructions when using the Print Studio facilities. Serious breaches of the Health and Safety procedures will result in immediate suspension of registration.
- As an open access facility the Print Studio aims to ensure that all groups and individuals using the workshop are given *equal opportunities* to benefit from the facility. Artists are required to co-operate with the aims and objectives of the Print Studio, where this impacts on usage of the facilities.

3. Materials and Accounts

- *Registered artists* are advised of the *User Session fees*. These contribute to the running costs of the studio.
- Payment of session fees includes reasonable use of the following consumables.

Acids and etching solutions

Etching grounds and varnishes

Black and white photographic chemistry

Carborundum grits
Degreasing agents
Gum strip
Gum etches and process chemistry for lithography
Grinding and polishing compounds
Hand cleaner and towels
Lith film process chemistry
Masking tape
Photo opaque
Powdered pigments and copperplate oils
Pumice sticks and powders
Photopolymer etching process chemistry
Toray Plate process chemistry
Rags
Screen filler
Screenprint process chemistry
Solvents and oils
Sponges and cheesecloth
Transfer paper
Tusche
Use of studio lithographic stones
Vegetable oil
All Studio inks.
Wax tapers

- All other items, such as screens, plates/blocks, computer discs, brushes, knives, and personal protective clothing must be paid for by the *registered artist*.
- The Print studio provides for sale a range of papers and print materials.
- Payment for materials and session fees may be made by monthly account. This is not available, however to *Registered artists* during the probation period.
- *Registered artists* may be refused access to facilities until outstanding accounts are settled.

4. Sale and Display of Prints

- *Registered artists* may display prints in the Print Studio and DCA Shop print browsers and allow the Print Studio and DCA shop to retain prints as temporary stock for sale at a stated retail prints.
- *Registered artists* may submit work for specific projects and the DCA Shop programme.
- The Print Studio, upon receipt of payment for sale of prints, will send to the artist the stated retail price less the agreed commission, usually 40%, and VAT on the commission. Payment will be made within a twelve week period.
- Artists may, at one weeks notice, withdraw or have returned the prints described above, where the work is not out on loan to other galleries or institutions for specific exhibitions. Any costs incurred shall be borne by the artist.
- All prints are insured by the Print Studio while held on the premises. The Print Studio does not accept responsibility for prints in transit to or from the premises other than as part of a DCA Print Studio touring

exhibition.

- The Print Studio and DCA shop reserve the right to remove from display any print which may cause injury or offence.
- Registered artists may be invited to submit work for the Print Studio archive. This archive is for historical and educational purposes only and not for resale.

How can users make suggestions for improvements?

Users may contact the Print Studio staff. Regular Print Studio staff meetings are used to discuss all studio matters, programming, classes, stock control and equipment maintenance, and to address concerns of Studio members. A suggestions box allows users to have a voice in shaping future studio activities. Suggestions, or complaints, are treated in fairness and in confidence.

Alternatively, special meetings for all Print Studio members give an opportunity for Members to make suggestions, voice concerns, ask questions.

EQUIPMENT

The Print Studio is located at the core of Dundee Contemporary Arts.

490sq. metres of floor space houses the latest, state of the art equipment in printmaking, photography and computer digital imaging which, with available staff expertise, enables artists to work across media on large format prints. Smaller scale, traditional print and low tech facilities ensure that beginners never feel out of their depth or intimidated by sophisticated technology. The studio is a marriage of old and new, of tradition with new technology and the latest technical developments within print.

Below is a list of the main pieces of equipment available through the studio. In addition, there is a full complement of sundry kit for use with this equipment. Other materials, such as printing paper are available for sale.

What equipment is available?

The studio equipment is divided into four main categories:

- 1. Printmaking**
- 2. Photo-processing**
- 3. Digital Imaging**
- 4. Photography**

1. PRINTMAKING

The studio has the best printmaking equipment for a diverse range of end user needs. The latest large format, motorised, pressure assisted and pneumatic machinery makes it possible for users to work with ease across the traditional print disciplines. Smaller scale, low-tech facilities ensure that beginners never feel out of their depth or intimidated by sophisticated technology.

***Praga* multi purpose motorised printing press**

Printing bed size 150 x 225cm (60 x 90 inches)

An extra heavy-duty machine with adjustable upper roller to facilitate printing large scale etchings, lithographs, relief prints, monotypes and collographs. Micrometer pressure gauge enables pinpoint pressure accuracy.

***Rochat* double geared etching press**

Printing bed size 65 x 120 cm (26 x 48 inches)

A heavy-duty machine with optimum pressure in the production of etchings.

***Polymetaal* etching press**

Printing bed size 80 x 160 cm (32 x 64 inches)

A heavy duty machine with adjustable upper roller to facilitate printing etchings, lithographs, relief prints, monotypes and collographs. Micrometer pressure gauge enables pinpoint pressure accuracy.

***Polymetaal* portable etching press**

Printing bed size 40 x 60 cm (16 x 32 inches)

A lightweight machine with adjustable upper roller to facilitate printing etchings, lithographs, relief prints, monotypes and collographs. Micrometer pressure gauge enables pinpoint pressure accuracy. Portability is

ideal for outreach projects.

McCrone Engineering hydraulic press

Bed size 57 x 77 cm (23 x 31 inches)

A heavy duty machine for papermaking and embossing.

Morgan Rushworth direct drive metal plate guillotine

126cm cutting length, electrically driven etching plate cutter.

Viscosity etching rollers

Various sizes up to 30 cm diameter x 76 cm long

Ratcliffe direct motorised lithographic press

Printing bed size 67 x 100 cm (26.5 x 39.5 inches).

A heavy duty machine for printing lithographic stones.

Dornier Colourtone offset motorised plate lithography press

Bed size 44cm x 64 cm

Motorised presses for printing zinc lithographic and photolithographic presses

Britannia Relief printing press

Bed size 50 cm x 64 cm

Albion style press for lino and wood blocks.

McCrone Engineering hydraulic lifting table

A heavy-duty metal top table , 70 x 100 cm, for transporting lithographic stones. Minimum height 55cm, maximum height 100cm.

Kippax paraprint ¼ automatic parallel lift screenprinting table #

Maximum print area 121 x 182cm (48 x 72 inches).

A horizontal lift screenprinting table with clearance of either side for overhang. Assisted pneumatic squeegee drive and pressure control. Pneumatic frame raise and lower.

Fine pitch x – y registration on printing base.

2 x Kippax paraprint ¼ automatic parallel lift screenprinting tables

Maximum print area 76 x 101cm (30 x 40 inches).

Horizontal lift screenprinting tables with clearance of either side for overhang. Assisted pneumatic squeegee drive and pressure control. Pneumatic frame raise and lower.

Fine pitch x – y registration on printing base.

Natgraph metal halide actinic light source

4/6 kw with eight channel programme readout integrator.

Aluminium screens (49 to140T mesh) #

Screens for hire, ranging from 70 x 87cm (28 x 34 inches) to 170 x 239cm (67 x 94 inches).

Horizontal plan chests #

A0 size (six drawer) and A1 size (six drawer) plan chests, for hire to store users prints.

Hollander beater and other papermaking equipment

2. PHOTO-PROCESSING

***Natgraph* vertical photo-stencil printing down frame**

Maximum screen frame size 170 x 271cm (67 x 107 inches).

Easy to use, space saving design with screen frames vertical at all times. Ultra fast vacuum exhaust system.

***Natgraph* enclosed exposure system**

Maximum exposure size 101 x 127cm (40 x 50 inches)

A metal halide 2 kw light source with self-compensating light integrator. Glass cooling fan. Stencil safe and retouching lights. For all photo-print techniques bar screenprint.

3. DIGITAL IMAGING

The Print Studio has facilities for the production of all types of digital art. The latest technology provides high-end equipment, colour scanning and high-resolution archival quality print output.

2 x **Apple iMac** 20-inch widescreen display, with 2.0GHz dual-core Intel processor

PRINTERS:

Epson Stylus Photo R2400 A3+ Colour and black and white printer

With Ultrachrome K3 archival pigment inks.

Epson Stylus Photo RX585 A4 scanner/printer with Claria Photographic ink

Xante A3 Accela writer 3N and laser writer 1200 dpi #

OTHER PERIPHERALS:

Epson Perfection V700 Photo A4 flatbed scanner with transparency unit #

Minolta Dimage 35mm transparency scanner unit

1 Panasonic Lumix DMC-FZ50 Zoom 10.1 MP Digital SLR Camera

SOFTWARE:

Adobe Photoshop Creative Suite 3 Extended Production Premium

Premiere Pro CS3

After effects CS3 Pro

Flash CS3 Pro

Illustrator CS3

Soundbooth CS3

Adobe Encore CS3

with Adobe Dynamic Link, Adobe Bridge CS3, Device Central CS3, and Adobe Acrobat Connect, Adobe On location CS3.

Adobe Dreamweaver CS4

4. DARKROOM

3 x ***Kaiser*** enlargers with multi grade heads

Schneider lens (50mm and 80mm)

Nova fibre print washer

2 x ***Nova*** film washers

2 x plastic coated print washers

2 x ***Devappa*** print dryers

2 x ***Devappa*** film drying cabinets

2 x ***Pentax*** MZ-M cameras with 35mm F4 – 80mm F5.6 lenses #

HEALTH AND SAFETY

The Print Studio has a separate Health and Safety Policy Document that is available from the office. On registering, all users are given a copy of this document for their own protection.

Registered users are required to sign a form stating that they have read and understand its contents before gaining non-assisted access to the studio equipment.

The document details information on:

- Overall responsibility for Health and Safety within the studio
- Health and Safety officer
- First Aid procedures
- General fire safety
- Fire and emergency routes
- Fire drill
- Removal of injured persons
- Health and Safety training and instruction
- Smoking, eating and drinking
- Safe working practices
- Registered users use of the facility
- Health and Safety policy for registered users, visitors and contractors
- Equipment training and instruction
- Substances hazardous to health
- Personal protective equipment
- Fumes
- Storage of hazardous materials, dispensing and disposing
- Electrical and mechanical appliances
- Extractor fans
- Safe housekeeping
- Product data and health and safety information
- COSHH health and safety standards and regulations
- HASAWA (Health and Safety at Work Act) standards and regulations
- Name and address of inspecting authority