



Dundee Contemporary Arts

Print Studio 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 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 price.
- *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.