



Dundee Contemporary Arts

Print Studio Users Briefing Notes

Dear Print Studio User,

Welcome you to DCA Print Studio! To ensure that you have an enjoyable and safe visit, please read the following information carefully.

Visiting the studio

While we are now at a stage where most measures that were in place for Covid-19 have been lifted, we will still implement some protocols and procedures regarding cleaning and hygiene.

Listed below are our current procedures and measures that ensure a safe working environment, in accordance with current Scottish Government guidance. We will be constantly reviewing our measures and procedures, and will inform you of any changes or updates.

- DCA encourages the wearing of facemasks.
- DCA supports the Distance Aware scheme.
- Hand sanitiser and gloves are located at various points around the studio.
- Disinfectant sprays and disposable paper towels are stationed at various points in the studio for the cleaning of all utensils, ink-containers and equipment. All Print Studio users will be asked to clean and disinfect these items by the end of their session time.
- Plastic disposable aprons are provided free of charge. Alternatively, you can bring your own apron or wear suitable clothing. It is advisable to bring a warm item of clothing in the colder months as the studio windows will remain open for ventilation purposes.

Please also note:

- Open-toed shoes and sandals are **not** allowed in the studio.
- Food and drink can only be consumed in the kitchen area of the studio.

Cleaning and equipment

- You must ensure you allow up to 30 minutes at the end of the session for cleaning up your work area. This will include disinfecting surfaces, equipment contact points and utensils. Staff will assist you with a set of cleaning checks. If you have the two sessions booked on Saturdays you can leave your work space set out, ready for your return after lunch. Screen printers however must ensure they do not leave acrylic inks and utensils out on their screens.
- There will be other safety measures specific to certain print processes that must be adhered to. The duty staff will inform you of these measures either in advance of your arrival or at the beginning of your session.

Screen exposure service

If you want your screen(s) exposed, the artwork should be emailed in jpeg format in advance of your booked printing session. You can also arrange, by email, for the drop-off of any hand-drawn separations, hand-cut stencils or digital files on a USB to the studio and these will be exposed in advance of your booked printing session. This new procedure helps to keep valuable session time solely for printing.

A similar service is available for aquatinting and applying grounds to etching plates. Plates can then be taken home to be drawn on. A session fee of £3.00 will be charged for both these services. More information about digital file formatting and sizing can be provided on request.

Session payments

- We provide a card payment service. DCA and Print Studio will still accept cash payments but we are encouraging cashless wherever possible. Payment must be made by the end of your session time.
- A payment point has been set up outside the studio office.