

Print Studio Guide for Registered Users



DCA

Dundee Contemporary Arts

Reg Charity no. SC026631

In partnership with Freelands Foundation



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Welcome

Thank you for registering with DCA Print Studio: we hope you enjoy many happy hours of using our facilities. This guide sets out the terms and conditions of your registration, together with useful information about DCA and our Print Studio.

About DCA Print Studio

DCA Print Studio is a friendly open-access space where everyone is welcome, from beginners and students right through to established artists.

The studio houses a wide range of state-of-the-art equipment for printmaking, photography and digital design. There's everything from a traditional Victorian relief press to 3D printers and digital screen makers.

Our knowledgeable team members are on hand to provide advice. They are always happy to help with any questions, queries or ideas you may have.

Contact DCA Print Studio

The Print Studio team are available during studio opening hours and can be contacted via phone or email:

Print Studio direct line: **01382 432475**

Email: **printstudio@dca.org.uk**

DCA Box Office: **01382 432444**

Opening Hours

Tue – Thu: **10:00 – 20:30**

Fri – Sat: **10:00 – 17:30**

Sun & Mon: **Closed**

Your Print Studio Registraton

Registered Users are charged an annual registration fee that allows access to the facilities. Concessions are available for students, over-60s and the unwaged (proof of status required when registering). A concessionary rate is also available for anyone who completes a Print Studio course, provided they have not registered with the studio before. Prices include VAT.

Registration Fees

Registration Fee	£55 per calendar year
Concessions Students (inc first year after graduation), over 60s, and benefit recipients	£30 per calendar year
Visiting Artist Pass	£25 per week

One-to-one Tuition

This can be booked by contacting the team on printstudio@dca.org.uk or by calling **01382 432475**. One-to-one tuition can cover up to two people.

One-to-one Tuition	£34 per hour
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Registered User Benefits

Registration runs for one calendar year from the date of purchase, and offers the following benefits:

- Access to DCA Print Studio for use of all equipment signed off by Print Studio staff
- Receipt of Print Studio Registered Users newsletter, with news, opportunities and updates from the team
- The option to submit work produced in DCA Print Studio for sale in the print browsers in the studio and in DCA Shop
- 10% discount on all Print Studio courses
- Invitations to DCA Exhibition openings

Session Fees

Session fees cover use of Print Studio space, consumable materials and equipment. They also contribute to the cost of equipment maintenance and operational overheads. You can pay per session, buy in bundles or pay a yearly fee. All fees include VAT.

Session Fee	£5 per session (3h30m)
Bundles	£24 for 6 sessions / £36 for 9 sessions £52 for 13 sessions / £104 for 26 sessions (£4 per session)
Yearly Session Fee	£650 per year
Covers	Use of consumables (chemicals, solvents, solutions, oils, tapes, gloves in all areas of the studio) Pre & Post edition preparation / Screen Exposure / Gocco Screen Prep / Etching Plate Prep / Lino & Woodblock cutting/ MACs / Digital Printing (+ inkjet printing costs) / Darkroom

Riso Printing Fees

Session fees for using our Riso Printing machines vary from our standard session fees, as the session times for these differ.

Riso Session Fee	£2 per session (1h30m) (£5 per session for Visiting Artists)
Riso Master Stencil	£3.50

Additional Fees

There are additional fees for the use of specialist equipment as well as large format presses and equipment. All fees include VAT.

Standard Printing Fee	£2 per day (in addition to session fee)
Covers	Use of inks and consumables Includes Miscreen Printing/ Intro Screen Printing / Monoprinting / Gelli Plate Use of Presses: E1, E2, E3, Dawson Press, Britannia Press, Albion Press, S1, S2, S4, Adana

Large Format Printing Fee	£5 per day (in addition to session fee)
Covers	Use of inks and consumables Use of Presses & Equipment: Praga Press / S3 / Laser / CNC Router / CNC Engraver / 3D Printer

Payments

We provide a card payment service in DCA Print Studio. Payment of session, additional and material fees must be made by the end of your session time. Credit cannot be given.

Registered Users may be refused access to facilities until outstanding payments are settled.

Session Times

Registered Users can book sessions from 24 hours in advance to one month ahead. Sessions can be booked by emailing printstudio@dca.org.uk (preferable), phoning **01382 432475** or in person when in the Print Studio.

Each session lasts 3 hours and 30 minutes.

It is important that you clear your workspace by the end time of your booked session(s). This ensures the space is ready to be used for the next session/end of the day. Please allow up to 30 minutes for clearing away inks and equipment.

	Session 1	Session 2	Session 3
Tue / Wed / Thu	10:00 - 13:30	13:30 - 17:00	17:00 - 20:30
Fri / Sat	10:00 - 13:30	13:30 - 17:00	

Riso Printing Session Times

Each session lasts 1 hour and 30 minutes.

	1	2	3	4	5	6	7
Tue / Wed / Thu	10:00 - 11:30	11:30 - 13:00	13:00 - 14:30	14:30 - 16:00	16:00 - 17:30	17:30 - 19:00	19:00 - 20:30
Fri / Sat	10:00 - 11:30	11:30 - 13:00	13:00 - 14:30	14:30 - 16:00	16:00 - 17:30		

Health & Safety

DCA Print Studio contains equipment and substances that can be dangerous or hazardous to health if they are not used correctly. Print Studio staff take great care to ensure that all equipment is in a safe condition, and are fully trained in the health and safety aspects of printing activities.

If you are learning any printmaking techniques with our staff, you will be taught the correct way to use equipment, chemicals and protective equipment to ensure that they are safe. Always follow these instructions exactly. Never use any piece of equipment or substance that you have not been shown how to use by Print Studio staff.

Equipment competency log

In order to use presses and other equipment you must first demonstrate that you are aware of the safety procedures appropriate to the process for which you are using it. An equipment competency log is kept in the Print Studio Office for this purpose. You may also have your own copy if you wish. Staff will update this log for you every time you are shown a new process and have demonstrated that you are able to use it safely.

Health & Safety Rules

- No smoking
- No eating or drinking allowed in the studio outside the designated kitchen area
- No sandals or open-toed shoes
- All equipment and materials used must be completely cleaned before leaving
- Chemicals and substances must only be used in their designated areas
- No chemicals or equipment may be brought into the studio without the Head of Print Studio's advance permission
- Protective clothing must be worn as appropriate

Failure to adhere to these rules can lead to suspension of registration.

Conditions of Usage

This section outlines the rules and regulations of DCA Print Studio: you'll be asked to sign a copy of these when registering with us, and can only complete your registration when you've agreed to follow them.

- Registered Users are required to sign a registration form agreeing to abide by the conditions set out in this document. The signed form to be retained by DCA Print Studio.
- Registered Users are required to read and retain this booklet.
- Registered Users are required to abide by all Health and Safety Procedures of DCA Print Studio, which will be provided on registration. Signing the Conditions of Usage indicates agreement to abide by the Health and Safety procedures.
- DCA Print Studio reserves the right to update or alter the Conditions of Usage without prior notice. Such alterations will be sent to all Registered Users by email, and made available in the studio itself.
- Registration fees are not transferable or refundable.
- There is a six month probation period for new Registered Users. During this time some restrictions on use of the facilities apply.
- DCA Print Studio reserves the right to refuse or terminate, without financial liability, any registration where the Registered User is in breach of these Conditions of Usage.

Use of Facilities

Anyone wishing to use the facilities as a Registered User must be competent to do so, either from previous experience or having successfully completed DCA Print Studio training to the satisfaction of Print Studio staff.

- All Registered Users must take part in a brief induction which outlines operations systems, emergency protocols, general Health and Safety procedures and technical information about specific equipment.
- An equipment competency certificate must be completed by Print Studio staff for every item the user wishes to use unassisted.
- DCA Print Studio cannot take responsibility for any personal injury or damage caused by improper use of equipment or chemicals.
- Registered Users cannot use the facilities on behalf of other individuals or groups without prior permission, which may be granted for special projects.
- Registered Users may book equipment in advance in person, over the phone or by email.
- DCA Print Studio cannot guarantee the availability of equipment if not booked in advance.
- Alternative booking arrangements must be authorised by the Head of Print Studio.
- Cancellation of a booking must be given at least 24 hours in advance. Failure to observe this will lead to the user being charged the full fee.
- All Print Studio equipment and resources must be left clean, tidy and secure. 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.
- DCA Print Studio cannot accept responsibility for storage, damage to, or loss of any property left on the premises. All belongings brought onto the premises are at the owner's own risk.
- DCA Print Studio cannot accept responsibility for the unsuccessful results of any print process undertaken by artists, nor for failure to meet deadlines or standards even when due to failure of Print Studio equipment.

- Users must strictly adhere to DCA's Health and Safety procedures when using the Print Studio facilities. Serious breaches of our Health and Safety procedures will result in immediate suspension of registration.
- As an open access facility, DCA Print Studio aims to ensure that all groups and individuals using the space are given equal opportunities to benefit from the facility. Users are required to cooperate with the aims and objectives of DCA Print Studio, where this impacts on usage of the facilities.
- DCA Print Studio reserves the right to refuse access on the grounds of impairment by alcohol or other substances, lack of cooperation or anti-social behaviour.
- DCA has a Dignity at Work Policy which includes staff and users of DCA Print Studio - full copy available on request. The aim of this policy and procedure is to promote a working environment which will be stimulating and supportive and free of harassment, bullying and victimisation; where individuals are confident, if they bring a complaint in good faith, that the matter will be dealt with according to the agreed procedures without fear of subsequent victimisation or disadvantage. This policy applies to all staff (including casual workers) and third parties (e.g. contractors, building partners, clients or customers of DCA). Registered Users are required to abide by this policy.

Materials

Payment of session fees / additional fees includes reasonable use of the following consumables:

- Black and white photographic chemistry
- Degreasing agents
- Etching solutions
- Etching grounds and varnishes
- Process chemistry for lithography
- Hand cleanser and towels
- Inks as provided
- Film process chemistry
- Masking tape and parcel tape
- Photo-opaque materials
- Powdered pigments and copperplate oils
- Photopolymer etching process chemistry
- Litho plate process chemistry
- Rags and cleaning materials
- Screen filler
- Screen cleaning chemistry
- Solvents and oils
- Sponges and cheesecloth
- Transfer paper
- Tusche
- Use of studio lithographic stones
- DCA Print Studio also provides for sale a range of papers and print materials

Made in DCA Print Studio

Registered Users are welcome to submit their own prints, produced in DCA Print Studio, for display in DCA Print Studio and DCA Shop browsers and for inclusion in exhibitions as part of our Made in DCA Print Studio project.

Submitted prints will be retained by DCA Print Studio and DCA Shop as temporary stock for sale at a stated retail price. The following conditions apply:

- DCA 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% plus VAT on the commission. Payment will be made within a 12 week period.
- Artists may, at one week's 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 DCA Print Studio while held on the premises. DCA 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.
- DCA Print Studio and DCA Shop reserve the right to remove from display any print which may cause injury or offence.

Equipment

1. PRINTMAKING

Praga multi purpose motorised printing press

Printing bed size 150 x 225cm (60 x 90in) 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 120cm (26 x 48in) A heavy-duty machine with optimum pressure in the production of etchings.

Polymetaal etching press

Printing bed size 80 x 160cm (32 x 64in) 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 60cm (16 x 32in). A lightweight machine with adjustable upper roller to facilitate printing etchings, lithographs, relief prints, monotypes and collographs. Micrometer pressure gauge enables pinpoint pressure accuracy.

Tofko (Norup) Studium Press

Etching/relief printing, with quick-lift handle.

McCrone Engineering hydraulic press

Bed size 57 x 77cm (23 x 31in). A heavy duty machine for papermaking and embossing.

Morgan Rushworth direct drive metal plate guillotine

126cm cutting length, electrically driven etching plate cutter.

Ratcliff direct motorised lithographic press

Printing bed size 67 x 100cm (26.5 x 39.5in). A heavy duty machine for printing lithographic stones.

Britannia Relief printing press

Bed size 50 x 64cm. Albion style press for lino and wood blocks.

McCrone Engineering hydraulic lifting table

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

2. SCREENPRINT

Kippax paraprint ¼ automatic parallel lift screen-printing table

Maximum print area 121 x 182cm (48 x 72in). A horizontal lift screen printing 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 screen-printing tables

Horizontal lift screen-printing 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.

Kippax manual screen print table

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

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 34in) to 170 x 239cm (67 x 94in).

DIGITAL SCREEN MAKERS

GOCCOPRO QS2536

High-resolution digital screen maker. Environmentally friendly, completely dry digital thermal screen making system. Frame sizes up to 635 x 914mm.

MiScreen Instant Print Screen Maker

High-resolution A4 digital screen making.

PHOTO-PROCESSING

Natgraph vertical photo-stencil printing down frame

Maximum screen frame size 170 x 271cm (67 x 107in). Easy to use, space saving design with screen frames vertical at all times. Ultra fast vacuum exhaust system.

UV Exposure Unit with Vacuum Blanket

Maximum exposure area for Flat Plates: 560 x 440mm.

3. DIGITAL IMAGING and CAD

IN DIGITAL SUITE

6 x Apple iMac 24-inch 4.5K Retina display / 16GB / Apple M1 Chip / 2021

Software: Full Adobe Creative Cloud

IN DCA PRINT STUDIO

1 x Apple Mac Mini / 8GB / Apple M1 Chip / 2020 / Software: Full Adobe Creative Cloud

4 x Apple iMac 21.5-inch widescreen display/ 8GB / 2.7 GHz Intelcore i5 / 2012

Various PCs

SOFTWARE

Full Adobe Creative Suite

CNC MACHINES

Cadcam FB1530 laser-cutter. Large format machine, 40 watt power. Cutting area 1443mm x 968mm APS Ethos software.

Denford Vertical Router. Large-format 3-axis CNC Router. 1200 x 800mm working envelope Denford software.

Summa Cut Series D120R Vinyl cutter. Drag-knife with turbocut and tangential emulation modes. Blade, pen and Pounce tool. Media width 127cm, cut width 123cm.

Sure Cut Software

Roland EGX-300 Desktop Engraver. Cutting area 305 (X) x 230 (Y) x30mm (Z)

3D PRINTING

Up! Plus 2 3D printer

Build Volume/Size: (W) 140 x (D) 140 x (H) 135 mm. Material: ABS
Layer Thickness / Print Resolution: 0.15 / 0.20 / 0.30 / 0.35 / 0.40 mm

MakerBot Replicator+

Build Volume/Size: (W) 295mm x (D) 195mm x (H) 165mm. Material: PLA

Various 3D modelling software packages

Sense Hand-held portable 3D scanner

DIGITAL PRINTERS

Epson Surecolor 9500 A0+ 44" /111.8cm wide format printer with Ultrachrome K3 with Vivid Magenta archival pigment inks.

Epson SureColor SC-P600 A3+ Colour Inkjet Printer with Ultrachrome K3 with Vivid Magenta archival pigment inks.

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

Epson Stylus Photo 1500 A3+ with archival Claria Photographic ink.

Xerox A3 Laser Colour Photocopier with booklet maker and high resolution A3 scanner.

Riso MH9350 A3 two-colour printer/scanner.

11 x Riso colours

OTHER PERIPHERALS

Epson Perfection V700 Photo A4 flatbed scanner with transparency unit #

Various Wacom Tablets

4. DARKROOM

Kaiser VPM 6005 enlargers with multi grade heads with Schneider lens (50mm and 80mm) 35mm, 6x45, and 6x6

Durst M 670 Color enlarger 35mm, 6x45, 6x6, and 6x7

2 x Durst M 670 BW enlarger 35mm, 6x45, 6x6, and 6x7

OTHER

Hollander beater and other papermaking equipment

SeaLion Easymount 650 Cold Laminator (for Lenticular prints)

Works with most cold mounting and over-laminating films and materials.
670mm working width, up to 15mm thick