



Dundee Contemporary Arts

## **Print Studio**

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

### **About DCA**

Dundee Contemporary Arts (DCA) is an internationally renowned centre for contemporary art that enables audiences, artists and participants to see, experience and create. With two beautiful large-scale gallery spaces, two thriving cinema screens, a busy print studio, an award-winning learning programme, and a packed programme of events, workshops, classes and activities aimed at all ages and abilities, DCA is one of the most successful arts organisations in the UK.

### **About DCA Print Studio**

DCA Print Studio offers an unrivalled range of expertise and equipment for printmaking and related activities, for beginners right through to established artists. We have a huge range of state-of-the-art equipment for both traditional printing and creating digital artworks. Our studio houses everything from a Victorian relief press to 3D printers and a laser cutter. With a track record in combining traditional and contemporary techniques in new and unexpected ways, we've worked with artists on a range of projects from limited editions created by artists exhibiting in DCA Galleries to specially commissioned works. We run a year-round programme of courses and workshops, with taster sessions and beginners courses right through to more advanced techniques.

### **Print Studio Opening Hours**

Tue – Thu: 11:00 – 21:00

Fri – Sat: 11:00 – 18:00

Sun & Mon: Closed

Print Studio direct line: 01382 432475

DCA Box Office: 01382 432444

Email: [printstudio@dca.org.uk](mailto:printstudio@dca.org.uk)

## **Your Print Studio Registration**

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

- Unsupervised access to the 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 the 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 are charged for use of Print Studio space, consumable materials and equipment. Fees are charged on a daily basis as set out in the User Fees list. 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 for the use of certain large format and sophisticated equipment and for screen hire.

All fees contribute to the cost of equipment maintenance, other operational overheads and consumable materials provided by the studio. Fees quoted are inclusive of VAT.

## **Conditions of usage**

This section outlines the rules and regulations of the 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 the 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 the Print Studio, which will be provided on registration. Signing the Conditions of Usage indicates agreement to abide by the Health and Safety procedures.
- The 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
- The 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.
- Print Studio Facilities are not for use for commercial purposes other than limited editioning of the users' own work.
- 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 or over the phone.
- We 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.
- The 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.
- The 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 where 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 the 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 co-operate with the aims and objectives of the 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 the 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 and Accounts**

Payment of session 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
- 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
- The Print Studio also provides for sale a range of papers and print materials.
- All other consumables and personal protective clothing must be paid for by the Registered User at the time of usage. Credit cannot be given except by prior arrangement.
- Payment for materials and session fees may be made by monthly account provided the monthly total exceeds £20. This is only available after the registration probation period.
- Registered Users may be refused access to facilities until outstanding accounts are settled.

## **Sale and Display of Prints**

- Registered Users may submit their own prints produced in DCA Print Studio for display in the Print Studio and DCA Shop browsers and allow the Print Studio and DCA Shop to retain submitted prints as temporary stock for sale at a stated retail price.
- Registered Users may submit work for invited 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% 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 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.

# EQUIPMENT

## 1. PRINTMAKING

### ***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.

**Tofko (Norup) Studium Press** - Etching/relief printing, with quick-lift handle.

### ***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.

### ***Ratcliff 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.

### ***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.

## 2. SCREENPRINT

### ***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**

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.

### **1 *Kippax* manual screen print table**

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

### ***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).

## 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 107 inches). 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

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

Various PCs.

**SOFTWARE:**

**Adobe Photoshop Creative Suite 3** Extended Production Premium

**Adobe Lightroom**

**Premiere Pro CS3**

**After effects CS3 Pro**

**Flash CS3 Pro**

**Illustrator CS3**

**Soundbooth CS3**

**Adobe Encore CS3**

**Mitton 3D Lenticular Software**

**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 800 mm 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 305mm (X) x 230mm (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

**1 Riso MZ1070 A3 two-colour printer/scanner.**

**2 x Riso RP 3700 A3 colour printers and scanner.**

**11 Riso colours**

OTHER PERIPHERALS:

**Epson Perfection V700 Photo A4 flatbed scanner with transparency unit #**

**Various Wacom Tablets**

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

#### **4. DARKROOM**

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

***Schneider* lens (50mm and 80mm)**

**LPL Enlarger CP6700**

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.

## **DCA Print Studio Health and Safety Notice to users**

The Print Studio, like any workshop, 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 and chemicals and protective equipment to ensure that they are absolutely 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.

- NO SMOKING
- There is NO EATING or DRINKING allowed in the studio outside the designated kitchen area.
- Substantial shoes must be worn – 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 Print 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.**