



Dundee Contemporary Arts

## **Print Studio Users Briefing Notes**

### **Welcome back to DCA Print Studio**

Dear Print Studio User,

It has been a very long time since we've been able to welcome you to the studio, and we hope that during this time you and your family were safe and well. We've missed you all incredibly and are now looking forward to seeing you again in the coming weeks.

As you may already know, DCA will be opening back up to the public on Wednesday April 28th, including access to the Print Studio for registered users. However as you may already know we made some changes in procedures to access the Print Studio facilities when we reopened last September. These new measures ensure that we have made the whole building as safe as possible for the returning public and DCA staff.

Listed below are the new procedures and measures that ensure a safe working environment, which are in accordance with current Scottish Government guidance. Please note that as the guidance changes regularly we will be constantly reviewing our measures and procedures, and will inform you of any changes or updates.

### **Visiting the studio**

There are no drop in sessions available. There can be no unscheduled visits to the facility.

You may only enter the Print Studio if you have booked a session or organised a pick up or drop off of printmaking items with a member of staff by email or phone call.

The studio's capacity will be limited for the foreseeable future until social distancing measures can be relaxed. We ask you to observe 2m social distancing in the studio, and to wear a mask or face covering during your visit (Please inform us in advance if you are exempt from wearing a face covering).

Hand sanitisers and gloves will be located at various points around the studio.

Disinfectant sprays and disposable paper towels will be 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. A daily-cleaning check-list will be provided when in the studio)

We will not be providing communal aprons. Please bring your own aprons or wear suitable clothing and footwear.

## **Booking Sessions & New Procedures**

### **Booking Sessions**

It is very important to remember that you can only enter the Print Studio if you have booked a session (see below) or organised a pick up or drop off of printmaking items with a member of staff by email or phone call.

There are no drop in sessions available. There can be no unscheduled visits to the facility.

From Wednesday April 28th you can access the Print Studio. However you now can start to enquire about booking sessions. We have made the following changes to the booking process:

- All session bookings must be made in advance
- Bookings must be made a minimum of 48 hours in advance and can be made up to four weeks in advance
- Please book by email to [printstudio@dca.org.uk](mailto:printstudio@dca.org.uk)
- Enquiries can also be emailed (preferable) or made by telephone to 01382 432475.
- You can book a maximum of two full days (4 x 3hour sessions) in one week. This does not apply to our Risograph equipment (see below for more information)
- There are two three-hour sessions per day for each area of the studio, aside from the Risograph equipment. These sessions are 11:00-14:00 and 15:00-18:00.
- You can book two sessions back-to-back in one day.
- All single sessions, in both the Print Studio and our new Print Space, are charged at £3.00.
- The print studio will close for a one-hour lunch break every day from 14:00-15:00 to allow for a staff lunch break. You will need to leave the studio for this hour even if you have booked two consecutive sessions.
- The studio's kitchen is closed, and no food or drink can be consumed in the studio.

### **Cleaning and equipment**

- You must ensure you allow for up to 30 minutes of the 3-hour session for cleaning up your working area. This will include disinfecting surfaces, equipment contact points and utensils. Staff will assist you with a set of cleaning checks. If you have a follow up afternoon session booked you can leave your work space set out. Screen printers however must ensure they do not leave acrylic inks and utensils out on their screens.
- Utensils and specific items of equipment must be requested prior to your arrival at the studio. This includes specific printmaking papers and other materials as cupboard and material storage areas can only be accessed by staff. This can be done by email to [printstudio@dca.org.uk](mailto:printstudio@dca.org.uk) You will be handed a tray which will contain smaller requested utensils at the beginning of

your session. These utensils will need to be cleaned when you have finished using them and then returned to the member of staff on duty.

- 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.

### **New exposure service**

As studio capacity is limited and the use of water hoses (screen washing) and Aquatint airbrush equipment is strictly limited to staff only, we will be providing a screen printing exposure service. Artwork will need to be emailed in jpeg format in advance of your booked printing session. You will also be able to arrange by email the drop-off any hand-drawn separations, hand-cut stencils or digital files on a USB, that can be exposed in advance of your booked printing session. This new procedure means valuable session time will be solely designated for printing. Screen cleaning will also be undertaken by staff once your screen hire is completed. A similar service will be provided 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 will be provided on request.

### **Session payments**

- We will now 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. If you have booked a morning session please ensure your payment has been completed by the start of the studio lunch break at 14:00.
- The Print Studio office is now out of bounds to registered users. A payment point has been set up outside the studio office.

### **Print Space**

The Print Studio has temporarily annexed DCA Create Space (Ground Level, next to the information space and lift). This will now be called Print Space and is the new home for our Risography equipment. The Print Space will be available to book for Riso printing Tuesday – Friday (for April) from 15:00-18:00, with two 90 minute bookable sessions each day. Studio members using the Riso equipment should allow for 15 minutes of the 90 minute session to be taken up with cleaning and disinfecting of equipment and utensils.

**Print Studio COVID Induction for Print Studio Users.**

**Arriving for your first session**

- Detailed visitor information about the changes you can expect to find throughout DCA are available
- We ask that you arrive in the correct location for your session promptly at the advertised time, and avoid congregating at entrances beforehand.
- Upon your first visit to either the Print Studio or the Print Space, staff will take you through a brief Health & Safety induction.
- We will require you to sign to say you have had this induction before you are able to use the Studio or Print Space.

**Please note: Users will not be able to leave personal items in the studio.**

**I am happy for my contact details (phone number) to be used for check, track and trace. Information will only held for 28 days.**

**Yes:**

**No:**

**I have read and understood these regulations for the Print Studio and agree to the terms and conditions.**

**Signed by Studio User:**

**Date:**

**Signed By DCA Staff:**

**Date:**