Print Studio Guide



DCA

Dundee Contemporary Arts

Reg Charity no. SC026631

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Cover photo by Erika Stevenson

Welcome

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 digital screen makers and a laser cutter.

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 availble during studio opening hours and can be contacted via phone or email:

Print Studio direct line: **01382 213 756**
Email: **printstudio@dca.org.uk**
DCA Box Office: **01382 213 610**

Opening Hours

Tue - Thu: 10:00 - 20:30
Fri - Mon (Closed Sun): 10:00 - 17:30

Print Studio Registration

Registration Fees

Registered Users are charged an annual registration fee that allows access to the facilities. Prices include VAT.

Registration Fee	£80 per calendar year
Over 60s Registration Fee	£50 per calendar year
Student / Claimants Registration Fee Students (inc first year after graduation) and benefit recipients. Proof of status is required.	£35 per calendar year
Visiting Artist Pass	£25 per week

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, in DCA Shop and for inclusion in Registered User exhibitions
- 10% discount on standard tickets for Print Studio courses (excludes Masterclasses, where Registered Users get £15 off)
- Invitations to DCA Exhibition openings

Become a Registered User

Anyone can become a Registered User of the Print Studio. How you become a Registered User will depend on the level of experience you have.

• If you're new to printmaking

For those with no or limited printmaking experience, you can become a Registered User after completing a Print Studio course in your chosen process. Details of upcoming courses can be found on our website at **dca.org.uk** or you can pick up our Get Creative listings from DCA Box Office.

Following completion of a course, you will be eligible to become a Registered User, and make use of the processes and equipment covered on the course. If the course was the first you've attended in the Print Studio, and you are not already a Registered User, you will be offered **30 Days Free Print Studio Registration** when the course ends, with details sent to you by email. If this offer does not apply to you, or if you have reached the end of your 30 days and would like to sign up for a year, you can become a Registered User within a month of completing your course by contacting the team on **printstudio@dca.org.uk** or calling **01382 213 756**.

If you feel like you'd like a bit more supervision, or you are booking your first session more than a month after completing your course, you should book an **Induction/Refresher Session** to help get you started.

Once registered, you'll be able to access the equipment covered in the Print Studio class you attended. Additional equipment can be accessed after successful completion of a course covering that process.

30 Day Free Print Studio Registration

After completion of a Print Studio course, free Print Studio Registration will be offered by email. This allows access to the Print Studio during this period without the need to pay a registration fee. Session and additional fees apply and this does not offer access to additional Registered User benefits.

Eligibility

• Applies after first course attended in DCA Print Studio (does not apply to Print Studio Tours, Introduction to Printmaking, Introduction to Digital Photography, Signwriting, Japanese Brush Calligraphy, Japanese Woodblock Printing, Kitchen Darkroom, Pinhole Camera, Photography Forum or Bookbinding courses).
• You will be able to access the equipment covered in the Print Studio class you attended. Additional equipment can be accessed after successful completion of DCA Print Studio training (e.g. through one-to-one tuition or an additional class).
• You are not a current Registered User.
• Only applies if a course is completed in full. If classes / time have been missed, please contact the studio about finishing the course in full.

• If you have printmaking experience

If you have recent experience and are confident in the process you wish to use the studio for, you can become a Registered Users after completing an Induction/Refresher Session. This is a supervised session which will guide you around our facilities and provide information about health and safety procedures. These can be booked by contacting the team on **printstudio@dca.org.uk** or by calling **01382 213 756**.

Induction/Refresher Session

Induction/Refresher Session	£35 per session (3h30m)
Students/Claimants Induction	£30 per session (3h30m)

One-to-one Tuition

If you are looking to work on a specific project or learn outwith a Print Studio course, we do have limited availability for one-to-one tuition. This can be booked by contacting **printstudio@dca.org.uk** or by calling **01382 213 756**.

One-to-one Tuition	£50 per hour (minimum 4 hours)

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	£6 per session (3h30m)
Bundles	£30 for 6 sessions / £45 for 9 sessions £65 for 13 sessions / £130 for 26 sessions (£5 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	£3.50 per session (1h30m) (£7 per session for Visiting Artists)
Riso Master Stencil	£4

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	£3.50 per day (in addition to session fee)
Covers	Use of inks and consumables, includes Miscreen Printing/ Intro Screen Printing / Monoprinting / Gelli Plate / GoccoPro Screen Machine / Litho Press Use of Presses: E1, E2, E3, Dawson Press, Britannia Press, Albion Press, S1, S2, S4, Adana

Large Format Printing Fee	£6.50 per day (in addition to session fee)
Covers	Use of inks and consumables Use of Presses & Equipment: Praga Press / Laser

Payments

We provide a card payment service in DCA Print Studio. Please note that we cannot accept cash or cheque payments. 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 213 756** 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		

Conditions of Usage

This section outlines the rules and regulations of DCA Print Studio. By signing up as a Registered User you agree to abide by these Conditions of Use, our Health and Safety procedures and follow our Use of Facilities guidelines: you'll be asked to confirm this when registering with us, and can only complete your registration when you've agreed to follow them.

• Registered Users are required to agree to abide by the conditions set out in this document. A record of this will 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. Agreeing to 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.

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.

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 must 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.

Drawer Hire

We have drawers available in the studio to hire. These are limited and in high demand.

	3 Months	6 Months	1 Year
Print Studio Drawer Hire (Small)	£12.50	£25	£50
Print Studio Drawer Hire (Large)	£15	£30	£60

When hiring a drawer, you agree to the following terms and conditions:

- Drawers are for the use of those with active Print Studio Registration.
- A valid email adress must be provided in order to hire a drawer.
- Drawers are for the storage of prints and print related ephemera only.
- Do not store perishable items, flammable items, solvents, hazardous substances.
- DCA Print Studio staff have the to inspect and remove any potentially unsafe items.
- DCA Print Studio accept no responsibility for damage or loss of items stored within the drawers.
- Any contents left in a drawer after drawer hire or Print Studio Registration expires, will be disposed of after one month of the expiry date.

Drawer Hire Renewal

We will email you in advance of your drawer hire period ending. If you do not renew your drawer higher with in a month of expiry this will be considered as surrendering the drawer and the contents will be disposed of.

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
- Masking tape and parcel tape
- Photo-opaque materials
- Powdered pigments and copperplate oils
- Photopolymer etching process chemistry
- Rags and cleaning materials
- Screen filler
- Screen cleaning chemistry
- Solvents and oils
- Transfer paper
- Tusche
- Use of studio lithographic stones

DCA Print Studio also provides for sale a range of papers and print materials. Materials and paper can be purchased from what's available in stock from the studio. We cannot guarantee availability but will do our best to accommodate requests. Users who require a guarantee of specific materials can choose to purchase their own stock, which can be ordered by DCA staff and stored in the studio, at studio staff's discretion.

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 48% 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) | Maximum size for printing 140 x 160cm
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) |Maximum size for printing 50 x 60cm
A heavy-duty machine with optimum pressure in the production of etchings.

Polymetaal etching press
Printing bed size 80 x 160cm (32 x 64in) | Maximum size for printing 65 x 90cm
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) | Maximum size for printing A5
A lightweight machine with adjustable upper roller to facilitate printing etchings, lithographs, relief prints, monotypes and collographs. Micrometer pressure gauge enables pinpoint pressure accuracy.

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
Printing bed size 50 x 64cm | Maximum size for printing 35 x 50cm
Albion style press for lino and wood blocks.

Albion Relief printing press
Maximum size for printing A4

2. SCREENPRINT

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

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.

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.

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

Riso MH9350 A3 two-colour printer/scanner.

11 x Riso colours (Red / Yellow / Orange / Black / Purple / Flo Pink / Teal / Aqua Blue / Blue / Green / Flat Gold)

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