

# LAB MANUAL for PHOTO & IMAGING NON- MAJORS

## Tisch School of the Arts Department of Photography and Imaging

Deborah Willis, Chair / deb.willis@nyu.edu  
Karl Peterson, Technical Director; 212-998-1929 / karl.peterson@nyu.edu  
Edgar Castillo, Digital Coordinator: 212-998-1650 / edgar.castillo@nyu.edu  
Mike Berlin, Lab Technician; 212-998-1938 / mike.berlin@nyu.edu  
Equipment Cage Telephone: 212-998-1925  
Photo Department websites: www.photo.tisch.nyu.edu  
Department Email, Telephone: photo.tsoa@nyu.edu, (212) 998-1930.

## I. RULES AND REGULATIONS

### A. LAB HOURS

Monday	10AM - Midnight	White Lights @ 11 PM
Tuesday	"	"
Wednesday	"	"
Thursday	"	"
Friday	10 AM - 10 PM	White Lights @ 9 PM
Saturday	Noon - 7 PM	White Lights @ 6 PM

Students habitually unable to clean up and remove themselves from the floor by closing time will have their lab privileges suspended.

### B. WHO CAN USE OUR FACILITY

1. Current photo majors regardless of what courses they're taking.
2. Non-majors currently enrolled in photo courses: If you are enrolling in any course beyond the introductory level, you are required to consult with your teacher to determine which equipment you plan to use and to arrange for technical instruction. Merely enrolling in a course does not automatically qualify you to use the same range of equipment that is available to a photo major. Arrange tech-outs through Karl or Mike. Failure to do so may result in the revocation of your facilities or equipment privileges.
3. Non-major TAs.

### C. SMOKING / DRINKING / EATING / MUSIC

Cigarette smoking is **not permitted** in the building.  
Insurance and school policies forbid alcoholic beverages in all areas of the dept.  
Food and drink are not allowed in the darkrooms, digital labs, library, or print finishing areas.  
All music players must be used with headphones in the facilities.

## D. CHECK-OUT

### **On Premise:**

Students signing out studio, darkroom or other equipment for use in the dept. must present their ID card to a TA in the Cage. Cards are returned when the equipment is returned. Time may be reserved in the studios, darkrooms, and the digital facility. (For more information about reserving time in our facility, see bottom of page.)

### **Off Premises:**

Students may borrow certain equipment on an overnight basis. (Note: Some equipment is reserved for advanced students. Anyone requesting equipment must be instructed in its proper use. Consult Karl Peterson or your teacher for particulars.)

**\*\*\* OFF PREMISES CHECKOUT IS FOR 1 DAY ONLY. \*\*\***

**\*\*\* EQUIPMENT MUST BE RETURNED BY 8PM, MONDAY - FRIDAY, OR 4PM ON SATURDAY \*\*\***

**\*\*\* YOU ARE 100% FINANCIALLY RESPONSIBLE FOR LOSS OF OR DAMAGE TO EQUIPMENT SIGNED OUT TO YOU. \*\*\***

## E. EQUIPMENT

### **Equipment available to non majors for overnight check-out:**

- Vivitar Flash Units
- Bogen Tripods
- 35mm Cameras and Lenses (under special circumstances only.)

## F. LATE EQUIPMENT RETURN

Students who keep equipment beyond the checkout deadline and have not phoned the Cage to explain their situation, (illness or other emergencies) will not be allowed to sign any equipment out for **one week for every day late**.

Repeat offenders will be ineligible to take equipment out of the department. If equipment is not returned at the end of a semester a student's grades may be withheld, and their account with the Bursars Office will be charged for the missing/damaged items. Accidents do happen, and when they do, we will bill you.

## **II. FACILITIES**

### A. ON PREMISES RESERVATION POLICY

The reservation sign up sheets are located in the Cage, and space is reservable up to two weeks in advance. You may reserve up to **6 hours** per week per production class. Additional time is usually available during most of the semester on a drop in basis,

with the exception of the last few weeks before finals when the labs are very busy. Reservations are not accepted over the phone, but you can call the cage to see if any enlargers are free for immediate use. The 6 hours can be split between different darkrooms, but cannot exceed 6 hours total per week, per production class. Finally, reservations must be made a MINIMUM of 3 hours in advance of your starting time.

**ANYONE WHO RESERVES MORE THAN THEIR SHARE OF HOURS WILL HAVE ALL THEIR RESERVATIONS FOR THE WEEK ERASED.**

**Reservation No-Shows, and the 15 Minute Rule:**

Students who fail to appear within 15 minutes of their reservation forfeit their time, and the reserved station becomes available for use by any appropriate level student. You should call the cage (212-998-1925) to inform the TA's if you are going to be late, or if you are not going to show up for a reservation. Students who repeatedly don't show up for reservations will suffer dire consequences at the hands of the inconvenienced.

**B. FILM PROCESSING**

**Rooms 803 & 806** are available for film loading and processing on a first come, first served basis. Please bring a towel. You are responsible for cleaning up your work area when finished—there is a mop outside of BD if things get out of hand. Processing directions are posted on the walls above the chemical vats.

Various sized plastic and metal graduates, tanks and reels, as well as stir paddles, thermometers, and scissors are available for checkout from the Cage. Although metal reels can be signed out from the cage, it is strongly suggested that you purchase your own, as communally used metal reels are sometimes more difficult to use.

**Note:** When using the film loading rooms, be sure the rubber mat is placed along the bottom edge of the door to prevent light leaks. If light leaks persist, be sure to notify the Cage.

**Chemicals:**

Fresh stop bath, fix and hypo-clear are kept in jugs in the sink in each room and allow for three people to process film simultaneously. **DO NOT POUR THESE THREE CHEMICALS DOWN THE DRAIN**—they should be returned to the jugs after use. If you suspect that the chemicals are exhausted, ask a TA, and if it is needed, they will mix up new chemistry for you.

D-76 developer is available from the labeled steel vat and can be used straight or diluted 1:1 with water. Discard after one use.

Dry all borrowed equipment thoroughly before returning it to the Cage.

If you should observe any problems, i.e. light leaks or chemical spills, please notify the TAs immediately.

## C. DARKROOMS

### **BEGINNING B&W DARKROOM ("BD")**

This lab has 8 enlargers available for printing 35mm negatives onto RC paper and fiber paper. Processing times for both RC and fiber paper are posted above the trays.

Two dryers are available outside the BD area for drying RC prints; squeegeeing prints before inserting them into the dryer is not recommended. Always use a tray to carry freshly washed prints out to the dryers, and when inspecting a wet print in the light. Advise TAs when the chemistry appears exhausted (i.e., developer turns deep brown, stop bath turns purple, or the fix becomes cloudy).

### **ADVANCED B&W DARKROOM ("AD")**

7 of the 8 enlargers (not AD 4) can handle 35mm, medium format and 4x5 negatives. With all 8 of the enlargers, be sure to install a mounted lens **before** turning on the power. (If not, the darkroom is flooded with light, and that's contradictory to the whole darkroom experience, isn't it?)

**AD 1, 2, 3, and 5** are Omega D-5 condenser type enlargers, while **AD 6, 7, and 8** are Zone VI Variable Contrast Cold Light enlargers, with Metrolux Compensating timers attached. **AD 4** is an 8x10 enlarger, requiring a special techout. Processing times for both RC and fiber paper are posted above the trays.

### **WHEN USING AD OR BD, PLEASE ADVISE TAs IF:**

1. Any of the chemistry becomes exhausted.
2. Any of the timers aren't operating correctly.
3. Any of the enlargers are out of alignment, or seem to be malfunctioning.
4. Under-educated students are causing unintentional havoc.
5. Anyone is causing intentional havoc.

## D. PRINT FINISHING (Room 820)

This area is a center of student activity. The dry mount presses, mat & paper cutters, drying screens and toning sink are all located here. Towards the end of each semester this area is incredibly busy. To keep the situation under control, it's helpful if students are familiar with the following basic rules of operation.

This area is a center of student activity. The dry mount presses, Mat cutter, drying screens and toning sink are all located here. Towards the end of each semester this area is incredibly busy. To keep the situation under control, it's helpful if students are familiar with the following basic rules of operation.

1. **Drying screens:** Most of the drying screens are for conventionally processed silver prints and some of the racks are reserved for non-silver work; please don't confuse the two. Only silver prints that are thoroughly washed can be put on the screens; it only takes one poorly washed print to contaminate a screen. To use, simply squeegee the back of the print on the squeegee board and carefully lay the print, face down, on the screen. Be considerate of others and remove your work when it's dry. Any prints that remain on the screens longer than two days are put in the scrap pile.

2. **Toning sink:** Beneath the sink are many different sized trays and jugs for students to use. Some of the chemistry used for toning is classified as hazardous waste when exhausted – make sure you handle and dispose of the chemistry appropriately. Ask Karl before undertaking any toning. Clean and stack trays thoroughly after use.
3. **Dry mount presses:** Turn on ahead of time and allow them to warm up. Follow specific directions as packaged with the dry mount tissue. Note that if you exceed the recommended temperature with RC paper, it will not stick. To flatten a print, 30-60 seconds at 180-210 F, followed by cooling under one of the steel plates should do the trick. If the paper in the press is dirty or missing, notify a TA. Turn off the press when you're finished.
4. **Matt cutter:** Check to be sure the blade is mounted correctly. Used blades are to be disposed of properly - (i.e. tape over the cutting edge.) Please use caution at all times; the Cage has a very limited supply of Band-Aids. Please do not use the mat cutter unless you have had a mat cutting demo, or you have cut mats before on a similar device.

## **E. LIBRARY**

Our collection includes photography monographs, catalogs, general and critical texts, literature, journals and periodicals, technical and reference materials.

**Library hours are Monday through Friday from 9 AM to 5 PM when Derrick is at his desk; therefore it may be closed during the lunch hour.**

The library is reserved for use by photo majors and non-majors enrolled in classes in the department. Books may only be viewed in the library, and may not be checked out.

**Locating Books:** Books can be located by using the two listings that arrange books alphabetically by title and by author. The type of book will be indicated in the listing. These listing, however, are slightly out-of-date, so if you do not see what you need check with Derrick at the front desk. The library database will soon be available on the library computer, but until that time please be patient and ask for assistance. Once you have determined the type of book, go to the bookcases; all the categories are alphabetized by author, except for the Monograph section, which is organized by artist. To view books from the reserve cabinet, your ID card must be left at the front desk. If you have any problems or questions check with Derrick at the front desk.

**Special note:** Our library is maintained as an open stack for the enrichment of students in the Photography and Imaging department. It is a luxury not often found in other departments so please respect the honor code in the library and return books on time and in good condition. Absolutely no food or beverages are allowed in the library, even if class is held there. Keep your feet off the furniture and bookshelves and enjoy the books!