

SALT SPRING ISLAND PRINTMAKERS SOCIETY STUDIO USERS' INSTRUCTIONS

Hello,

We all want a studio that is lively, fun, and functional, and this means that we each have to do our bit to keep it clean and in good working order. These instructions are also meant to ensure that we can continue to run the studio without the expense of staff. Please do your bit!

PLEASE NOTE: By agreeing to these instructions and conditions, you are also agreeing to not hold the Salt Spring Island Printmakers Society responsible or liable for any injuries that might be received as a result of participating the Society's programs and using the studio.

1. OPENING & CLOSING:

Please do not share your code that opens the studio door.

Do not change the position of the lever on the inside key pad. It should always be in the upright position.

When you leave: Please make sure the room is left as you found it and even better!

Ensure that the windows are closed and locked to eliminate the chance of the sensor alarm going off due to wind, etc. It costs every time the alarm company has to come to reset it and we will be charged for this if it's due to our actions.

Make sure all areas you've used are clean and tidy...floors, tables, presses, counter tops, inking stations, etc.

Make sure the pressure is off all presses. In other words, there should be about ¼" between the roller and the blankets when you are finished at the end of the day. If the blankets are moist, please drape them over a table or chair.

Take special responsibility for your working areas. Plastic covers remain on tables at all times.

Make sure no electrical equipment is left on. Please keep the fridge plugged in.

Make sure the back door is locked. This is not an entrance/exit. It is meant for Emergency Use Only.

Turn off the lights.

Leave the heat at the "on" position at all times except during extreme outdoor summer temperatures. During a really hot spell, close all the blinds when you leave.

Check to make sure that the door locks behind you when you leave.

2. SUPPLIES

Inks & Glues:

- Please ensure there is no cross contamination of colors in the inks. These are very expensive and nobody wants to find your colour mixed in the jar.
- Make sure you clean the rim of the ink and glue jars, tubes and bottles before you close them.
- Akua inks are for intaglio processes but can also be used for relief prints, Speedball inks are for relief prints only.

Soft brayers are for inking. Hard brayers are a substitute for a baren or hand pressing. Please make extra sure that the rollers and the cages are cleaned thoroughly.

Return all supplies to their proper place.

Please make a note if supplies are low or depleted. There is a sheet on the wall by the door.

Please contribute to the donation jar if you have used studio supplies. Suggested donation: \$1/inks, \$2/special materials.

Paper can be purchased. It can be found in the bottom drawers of the wooden cabinet. Please see the price list there for details.

Other supplies may be available for purchase too. Please see the list on the bulletin board.

3. EQUIPMENT

Please do not use the presses or the mat cutter until you have received instruction on their use.

Use silk screens only for their intended purpose. DO NOT use for carborundum, etc.

PRESSES

The presses are a valuable resource for our group. Please make sure you are well acquainted with the proper usage of the presses.

The baby press is used for intaglio and relief processes. It has gauges on both sides of the wheel which tell you that the roller is evenly set. You can see what the pressure is, for future reference for your printing job. It is a good idea to write it down in the book by the press for future reference by us all.

SSIPS' medium and one of the larger presses are for intaglio and/or relief printing and must be used with the blankets. Make sure you adjust the pressure evenly on both sides with the level and/or by testing the pressure with your clean/ dry plate before you start. There is a magnetic level to use with the 2 medium presses.

The second larger press, which is on loan to us, is for relief only. Please use the mat board instead of blankets. Use the same technique as above to test the pressure.

ALL PRESSES:

Take every precaution to stop any transfer of ink to the blankets. Always use newsprint and, if necessary waxed paper UNDER the newsprint. Make sure your paper is not too wet as this can cause ink to transfer to the blankets.

Make sure your fingers are clean before touching the blankets!!! Have a clean wet rag at your table to wipe your fingers on. And wash your hands! Please use the lifters (green thingy your 2 fingers fit into) to lift the blankets with.

Always make sure there is no ink anywhere on the bed that may contaminate the next persons print or the blankets. Double clean the bed after every printing.

We repeat: Make sure the pressure is off all presses when you are finished. In other words, there should be about ¼" between the roller and the blankets when you are finished at the end of the day. Why? To prevent the blankets and plate being indented by the rollers over time.

Drying your prints:

Three options: Use the drying wire or the white board and magnets to hang your damp prints. Alternatively, place your damp prints between tissue paper and then blotting paper, under the boards on the cabinet. Weigh down with the covered bricks.

Please be mindful of others and remove your prints when dry so others have a space to use.

Water baths for wetting your paper:

There are water baths on the counter or under the counter by the window. On the right side of the sink is space for one water bath and a towel for blotting your paper. If 2 water baths are needed, use the other side of the sink in the same manner. **DO NOT CLEAN YOUR FINGERS OR ANYTHING ELSE IN THESE WATERBATHS. THEY ARE FOR PAPER ONLY.**

LIBRARY

Our Library is intended for the use and enjoyment of all members of the Salt Spring Printmakers Society. Please take good care of the materials.

Each item is individually numbered. That number is on the spine of the book and is listed in the index of the library. There is also an individual sign out sheet for each book or item.

When you wish to borrow an item, please enter your name, phone number and the date you signed out the material on the sign out sheet pertaining to the item. When you return the item, please enter the date that you returned the item right next to the sign out date. If you do not enter the return date, it may create confusion if the item goes missing because the records will show that the item is still signed out to you.

In consideration of other members, please keep the materials for no longer than three weeks and only sign out a maximum of three materials at any one time. We do not charge fines for overdue materials but simply request that you remember that others will want to use these

materials too! However, in the event that an item is lost or damaged beyond repair, we will charge the replacement cost for the item.

Suggestions for future purchases are always welcome. If you have any questions or concerns, please do not hesitate to contact the Librarian.

KITCHEN

As they say in kindergarten, clean up after yourselves!

There is a compost bucket and you can help by emptying it as needed, by cleaning the bucket and using a plastic bag to take it away.

The fridge should remain plugged in.

DO NOT USE THE FRIDGE, MICROWAVE AND KETTLE AT THE SAME TIME. If you blow the breaker, the panel is outside our door.

GENERAL CLEAN UP

The SIMS staff vacuum and mop the floors about once a week. In the interim, please sweep up your area, and any other area that needs it! Your help is appreciated.

If you see something that needs cleaning, please do it! For instance, the sink, the drains, the counters, etc etc. If we all do a bit each time the studio will be clean and functional.

OTHER

The plants are Johanna's responsibility and only she will water the plants. Do not water them with studio water even if you think they are dry.

PLEASE NOTE THAT THE TAP WATER IN OUR STUDIO IS NOT POTABLE. A sink and a fountain near the main office does have potable water.

PLEASE BE COURTEOUS AND HELPFUL TO OTHERS.

AND DON'T WORRY! ALL OF THIS INFORMATION WILL BECOME A HABIT THE MORE YOU USE THE STUDIO.

ENJOY YOUR TIME IN OUR SPECIAL PRINTING PLACE!