

Mt. SAC Photography Program

Equipment and Facilities Policies and Procedures

Keep this document for your reference.

If you have any questions, call the Photography Issue Room at 909.274.4431.

The Photography Program strives to make our facilities and equipment part of a supportive learning environment for all students. In order to accommodate all needs, it is important that every student understands and follows these policies and procedures. Failure to comply with *any* instructions given by Program staff or the regulations listed, may result in a strike, a suspension of equipment and facility use, or other disciplinary action.

General Rules and Safety

1. Use of the Mt. SAC Photography Facilities is limited to *currently enrolled* photography students. Guests are not allowed in the darkrooms, studio, or classrooms.
2. Mt SAC Photography resources (facilities, equipment, computers, printers, etc.) are strictly to be used for Mt SAC Photography Program class assignments and projects.
3. A valid Mt SAC ID is required to use any and all Mt SAC resources (this includes all facilities, equipment, darkrooms, and studios). **No Exceptions.** You may obtain an extra copy of your Mt Sac I.D. from the bookstore if you lose your original.
4. Students are permitted to work with any lab or studio equipment *after* they have received the necessary operational and safety instructions. A Lab Tech may ask auxiliary question to guarantee your knowledge on proper use of the equipment.
5. If you are doing something unsafe, a staff member or your instructor may stop you to correct the practice. Repeated safety infractions may result in limited use of the equipment until you have been retaught how to properly use the equipment.
6. No food or drinks are allowed in any area of the photo facility, including the darkrooms, studio and classrooms. Do not drink water from the fixtures in the Darkrooms.
7. If in doubt about any piece of photographic equipment, consult your Instructor or a Lab Tech. Another student might not give you the correct information.
8. Report any damaged or unsafe equipment immediately to the Lab Tech upon discovery.
9. Do not leave personal items unattended. The Mt Sac Photography Program will not be responsible for students' personal equipment or supplies (photo paper, film sleeves, chargers, etc). Please make certain that your name or other identifying markings are on *all* personal items brought into the facility.
10. Students are required to clear out of their work area at the end of scheduled class times.
11. Students may work in the classrooms and darkrooms during their scheduled class period only. If you need additional time in the facilities, sign-up for Photo 1 to use the darkroom, studio, and digital print stations outside of scheduled class periods.
12. Students enrolled in a section of Photo 1 may work during *any* scheduled Photo 1 section and must wear the provided Photo 1 badge while in any of the Photo Program facilities.
13. Students will be held financially responsible for any damage to facilities; including any broken, missing, lost, or stolen equipment during their time of use, as well as any equipment checked out using their I.D.
14. Inform your instructor or the Lab Tech on duty if anything is out of the ordinary or looks suspicious.

Safety

1. In case of an injury or accident, however slight, inform the Instructor or the Lab Tech immediately.

2. If students are engaged in an activity where hazards, such as flying particles, corrosive substances or corrosive chemicals exist, they must wear suitable eye protection such as approved lab goggle or face shields. Eyewash stations are located in all darkroom areas. Personal protective equipment is available from the Issue Room, including gloves, goggles, aprons, and face masks.
3. Covered footwear is required at all times in all areas of the photo facility. Open toed shoes are not permitted in the Darkrooms and Photography Studios.
4. Familiarize yourself with the posted Emergency Evacuation Procedures and calmly follow directions from the Photography Program staff and exit the building when an alarm sounds or when directed.

Darkrooms

1. All chemicals are clearly labeled. If you see an unlabeled bottle, or are unsure of the contents of a container, inform your instructor or the Lab Tech on duty immediately. Do not use any chemical or liquid that you are unsure of.
2. A towel must be in your possession at all times when working in any area of the Darkroom. Sharing of towels is not permitted. Use your towel to wipe down spills, tanks and reels, and after you thoroughly rinse your tray.
3. Some chemicals used in the Darkroom will stain clothing. Protective aprons or shop coats are recommended.
4. All chemical and/or water spills should be mopped up immediately to prevent a slipping hazard. Inform instructor or Lab Tech immediately in the event of a spill.
5. The following dilution ratios should be used when preparing developing solutions:
 - **DEKTOL Print/Paper Developer - 1 Dektol : 2 Water**
 - **D76 Film Developer - 1 D76 : 1 Water**
6. Use caution when using the paper trimmers under safelight conditions in the Darkroom. Be certain to pick up and dispose of your cutting scraps.
7. If you are waiting to use the individual darkrooms or film loading rooms, there may be a waiting list. Check with your instructors or lab staff before working to make sure you are not cutting ahead of other students.

To begin working in the Darkroom:

- a. Go to your designated darkroom (Room 1480 or Room 1485).
- b. Select your preferred enlarging station (they are lettered A thru Z).
- c. Make certain all the provided enlarging accessories are present at the enlarging station. Report any missing items to the Lab Tech *before* you start working. Similarly, do not remove any accessories from any other workstations.
- d. Go to the Issue Room and “Sign In” to your enlarger using the Check In binder and give your I.D. to the Lab Tech on duty.
- e. At the end of your printing session, go to the Issue Room and “Sign OUT” of your enlarger using the Check In binder.

Enlarger Guidelines:

- Enlarging station areas are to remain DRY AT ALL TIMES! Do not handle any of the enlarging equipment with wet hands. Keep wet trays away from the enlarging stations.
- Before raising or lowering the enlarger head, make certain you release the break mechanism on the right side of the enlarger head.

- Raise the condenser head to insert / remove negative carrier using the minimum amount of turns. See instructor for training.
- Only turn on the enlarger for focusing, composition, and actual exposure of the print. Do not use the enlarger light as a reading light or to pick a negative – you may view your negatives in the Finishing Room, room 1460.
- Place all personal items (backpacks, camera bags, etc) on the shelf under your enlarger station. Do not place anything on the floor.

Print Processing Guidelines:

- The chemical tongs are designated to specific chemicals, please leave the tongs in the tray they started in.
- When finished in the print processing area, dump your tray of developer and rinse the tray and the measuring graduates.
- Flush the sink with water.
- Return all enlarger accessories to their proper storage area.
- Return all checked out items to the Issue Room.
- The Arkay Print Dryer is for RC (resin coated) print paper ONLY! Do not attempt to dry fiber-based paper in this dryer. The white cabinet with screen racks is designated for drying fiber-based paper. Make certain all prints are thoroughly washed before using either of these dryers.
- Do not attempt to run small test prints through the Arkay Print Dryer. The Print Dryer is for 5x7 or 8x10 prints only, any small pieces of Darkroom paper will get stuck and jam the Dryer.

Film Processing Guidelines:

- Return fixer to the container, do not pour down the drain in any circumstance.
- Make certain that developing tanks are thoroughly rinsed, then dried in the tank drying cabinet (use available sponge to wipe down the area). There should be no residual wetness, no visible chemicals, or strong chemical odor.
- Rinse all measuring graduates and flush the sink with water.
- Darkroom equipment (tanks/reels, trays, contact print frame) should be thoroughly cleaned and dried *before* returning to the Issue Room.
- Check for personal items, including the film loading rooms, before leaving.
- Return all checked out items to the Issue Room.
- Report any malfunctioning or damaged equipment to the instructor or Lab Tech upon discovery. Do not attempt to correct the situation yourself.
- After placing your film in the final wash, wipe down all the components of your tank with a sponge. The dryer to the left of the developing sink is for use in drying tanks and reels.
- After you have washed your film, separate the reels, tap the reels furiously into your towel, then place into dryer. All tanks and reels are numbered, please keep all numbers together.

CLEAN UP AFTER YOURSELF!

Finishing Room

1. Do not change the temperature on any of the heating elements – do not set them higher than the posted setting.

2. Do not place personal items on the countertops. Store items such as backpacks, jackets, book bags, purses, etc. in the area below the work counters.
3. All paper or mat boards going into the mount press must be placed between sheets of release paper to protect the platen.
4. Use extreme care when using bladed tools (mat cutters, Xacto knives, bevel cutters, etc.) to prevent cutting injury. Do not use any type of cutting device on the light-tables.
5. Pick up and dispose of all your cuttings and paper scraps *before* leaving the finishing area. Check for personal items placed under the work counters.
6. If the Roto trimmer gets stuck or has locked while you are using it, inform the Lab Tech on duty immediately.

Equipment Check-Out

1. Digital cameras can be checked out for your class period. Digital camera use outside of your scheduled class time is subject to availability, and limited to a three-hour period, up to the close of the Issue Room. A very limited number of digital cameras are available for 24-hour checkout.
2. Film cameras can be checked out for your class period. Film cameras used outside of your scheduled class time are subject to availability. The Mt. Sac Photo Program has two types of film cameras:
 - Nikon FM10: For classroom use only, or for a three-hour period during Issue Room operating hours, subject to availability. Photo 10 classes in session have priority.
 - Canon AE1: For a three-hour period during Issue Room operating hours, for 24hour check out, or for weekend checkout.
3. A limited number of items are available for weekend checkout. This equipment can be checked out on Friday and must be returned Monday. No exceptions. Specific checkout times vary. Check with the lab staff for clarification.
4. In order to checkout equipment for the weekend, you must completely fill out the Off Campus Equipment Form, *then* have your instructor sign the form. Once your instructor has signed the form, you cannot amend or add to the equipment list. The equipment list is subject to Lab Tech approval, depending on item availability or class usage.
5. Equipment must be returned in good working condition; without damage, broken, or missing pieces. You will be held responsible for any equipment not returned in the state it was given to you.
6. All equipment must be returned by the time listed on your equipment checkout slip, whether it is on or off campus. If you need to clarify your return time, you must call the Photography Issue Room at 909.274.4431. If you are multiple days late in returning equipment, you may receive a strike for each day that you are late.
7. Equipment checked out under your name may not be returned by another person, whether they are a family member, friend, or another Photo student. You are responsible for the return of any equipment checked out to you.
8. You are not permitted to work with any Mt Sac Photo equipment until you have received the necessary operational and safety instructions, demonstrated safe use of the equipment, or passed the required practical testing. The Lab Tech on duty will not release equipment to you unless they are confident in your ability to safely operate the equipment.

Photography Studio

1. The Photography Studio is available to Advanced students who have received the necessary operational and safety instructions during their scheduled lab class, and upon instructor approval. The Studio is closed during lecture and critique class times unless you have the instructor's approval to shoot in studio. Please review the posted Studio Hours, times may vary by semester.

2. Studio use is by advanced reservation. Reservations for one of the five shooting areas (number 1-5 in the studio) must be made in person at the Photography Issue Room – reservations will not be accepted over the phone.
3. Photo 10 students may use the studio ONLY under direct supervision of their instructor.
4. Special projects that require consecutive time blocks in the studio are dependent on availability, require your instructor's approval, and must be confirmed with the Lab Tech on duty. At the end of your assigned studio reservation, if there is available space, or there is Open Studio time, you may continue working. However, if there is open space, but a student has a reservation for the space you occupy, you must move your shoot to the next available studio space.
5. Only one photographer and one assistant, in addition to subject(s), will be allowed in a shooting area at any given time.
6. The studio is to be used for shooting class assignments and school work ONLY. Paid projects or commercial work are not be allowed.
7. Students using the studio are expected at their reservation time. Students who do not check-in with Photo Issue Room personnel within the first fifteen minutes of the reserved time block will be CANCELLED from the reservation and the studio time made available to another student for the remainder of the time block.
8. If you must cancel your reservation, do so in advance. Failure to cancel your reservation at least ONE HOUR before your scheduled start time will result in a strike.
9. Plan your shoot in advance by having your Studio Equipment Form filled out and submitted to the Issue Room before your reservation – the staff on duty will have your equipment waiting for you if you submit your form in advance.
10. If you find the shooting space out of order, or you discover any broken or damaged studio equipment, notify the Lab Tech immediately. You will be held financially responsible for any damage to studio equipment while it is in your possession – this includes bulbs broken due to mishandling.
11. Allow ample time for cleanup. Your set must be broken down and all studio equipment returned to its proper storage location by the time your reserved studio time has ended. Additionally, all checked out equipment must be returned to the Issue Room before the end of your time block or the end of class.
12. Return your studio space to its original condition. A broom, dustpan and ShopVac are available in the studio storage area if needed. The studio will be cleared and secured by the Lab Tech on duty at the end of each scheduled time block.
13. A Mt Sac Model Release Form is required whenever any person is photographed in the studio. This form is available from the Photo Issue Room and must be completely filled out by the photographer, signed by the subject/model and returned to the Issue Room BEFORE the shooting session begins. Whenever any portrait subject or model under the age of 18 is photographed in the studio, a parent or legal guardian of that person must be present during the shoot.
14. Food and/or beverages are allowed in the studio ONLY if they are being used as subject matter during a shooting session. There will be no consumption of food or beverage in the studio at any time.
15. Firearms, knives, or weapons of any kind are not allowed in the studio AT ANY TIME. These items may never be used as subject matter when using the studio. This includes toys that bear a resemblance to these items.
16. Open containers or consumption of alcoholic beverages is not permitted in the studio at any time.
17. If you must use adhesive tape while working in the studio, use only masking, gaffer's or photographer's tape. Never use clear, transparent plastic (Scotch) tape in the studio. Never place adhesive tape on ANY

lighting equipment or lamp reflectors. Remove any tape or tape residue from stands and/or equipment when you clean up.

18. Sheets of Plexiglas are available for use as a “check-out” item, to be added to your check out form. Only use cleaners intended for use on these materials (Novus Plastic Cleaners – available from the Issue Room) and micro fiber cleaning cloths when wiping down or cleaning these materials. Never place hot, sharp, or abrasive items, liquids (other than water), or sticky substances (including soda and beverages) on the plexiglas. The Plexiglas must be cleaned and wiped down prior to returning to their storage cart and placed between protective sheets of foamcore. You will be charged for any damage to these materials.
19. Boom arms must be balanced at all times. Never over-extend the boom arm beyond its balance point. When removing a light modifier, be prepared to quickly adjust the boom accordingly.
20. Never place lighting equipment closer than 12-inches to diffusion materials, gels, or cloth covered light modifiers.
21. Studio computers and laptops are for photography projects ONLY. Do not change or modify the computer/software preferences. Remember to allow ample time to download your images before the end of your scheduled studio block. Computers and SD cards will be cleared regularly during the semester. The Photo Program is not responsible for any work that was not saved prior to be cleared.
22. Do not store your images on the studio computers or laptops. Any images found on the Photography Program computers or laptops may be used in the Photography Gallery or on the Mt Sac Photography Instagram page.
23. Do not cut, bend or otherwise destroy expendable studio items such as gels, foamcore, or seamless background paper. Do not allow anyone (models) to walk or stand on seamless paper backgrounds. You will be charged for damaged or dirtied materials.
24. The studio equipment room and the Issue Room are RESTRICTED AREAS. Students may not enter these areas.
25. The back door of the studio (east wall) is an emergency exit ONLY, or use by program staff. Do not open this door without permission from the Lab Tech. The roll-up door is to remain locked at all times; it may only be opened by program staff.
26. AA batteries are NOT provided by the Photography Program. If you need these items for use with Mt Sac equipment off campus, you will have to provide your own. The Issue Room does have a small amount of AA batteries for check out, to be used with Mt SAC equipment in the Photo facilities.
27. All camera and studio equipment must be returned to the Issue Room before the end of your studio reservation.
28. Do not leave studio set-ups or equipment unattended at any time. Students are responsible for replacement costs of any damaged, lost or stolen equipment.

See Lab Tech if you have any questions regarding the Policies and Procedures.

Mt. SAC Photography Equipment and Facilities Procedures Agreement Contract

This agreement contract is valid for the current semester only, however, only one agreement contract is required per student each semester.

By signing this usage agreement contract, I am agreeing to the terms of this contract and verifying that I have read and understand the policies and procedures stated in the Mt. SAC Photography Equipment and Facilities Policies and Procedures handout. I will follow these policies and procedures, as well as recognize that failure to follow the listed Procedures and Policies, or direction from the Photography Program instructors and staff, will be regarded as unprofessional standards and practices. I acknowledge that each infraction against the Policies and Procedures or unprofessional behavior results in a strike, and that accruing multiple strikes results in the following restrictions:

ONE Strike: Sign a strike acknowledgment.

Warning of the unprofessional practice. Your name is added to the strike list.

TWO Strikes: Sign a strike acknowledgment.

Restricted Access of facilities & equipment to your scheduled class time for 10 school days.

Restricted use of equipment to on campus use only.

THREE Strikes: Sign a strike acknowledgment.

Restricted Access of facilities & equipment to your scheduled class time for 20 school days.

Restricted use of equipment to on campus use only.

Meeting with your instructor and a full-time faculty member on professional standards & practices.

FOUR Strikes: Sign a strike acknowledgment.

Restricted Access to facilities & equipment to your scheduled class time for the remainder of the semester.

Restricted use of equipment to on campus use only.

Escalation / conference with the Student Life Office.

Corrective Measures and/or Sanctions Imposed by College Personnel involved.

Any strike accrued in the last 4 weeks of a full semester,
or in the last 2 weeks of an intersession, will carry over into the following semester.

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Equipment Student Consent Form

_____, is an individual who is enrolled in a course of studies at Mt. San Antonio College (“Mt. SAC”) who desires to use laboratory facilities and equipment or other specialized resources and related facilities (“EQUIPMENT AND FACILITIES” or “LAB”) at Mt. San Antonio College whose use of EQUIPMENT AND FACILITIES is for course of work from their enrollment in a Mt. SAC course. Such use of EQUIPMENT AND FACILITIES associated with and is intended to benefit the STUDENT in his/her course of studies or personal knowledge. STUDENT acknowledges that such use is not intended for the benefit of their employer/own business nor for the benefit or profit of another entity.

1. Laboratory Policy:

The STUDENT agrees to abide by all laboratory policies, as stated in the safety and training documents available from Mt. SAC and coordinate use of the EQUIPMENT AND FACILITIES with an authorized Mt. SAC employee/Faculty Mentor after having completed any applicable training. Although Mt. SAC provides general safety and operation training on the safe use of the EQUIPMENT AND FACILITIES, the STUDENT assumes responsibility to plan and perform work in such a way as to ensure his/her own personal safety as well as the safety of others in the FACILITIES.

2. Fees, Property Damage, and Security:

Any costs or expenses are to be paid by the STUDENT. Upon acceptance, by signing this Equipment Student Consent Form (“Agreement”), the STUDENT acknowledges responsibility for purchases, material costs and lab fees incurred by the STUDENT in his/her use of the EQUIPMENT AND FACILITIES in accordance with the approved Activity. Fees shall be paid to Mt. SAC within 30 days of invoice date. A fee schedule is available upon request and all fees are subject to change by Mt. SAC. STUDENT acknowledges that Mt. SAC may suspend or terminate access to the EQUIPMENT AND FACILITIES in the event payment of fees is not made when due. STUDENT acknowledges and agrees he/she shall be financially liable for any and all property damage or destruction arising out of STUDENT’S use of the EQUIPMENT AND FACILITIES.

3. Compliance with Laws, Rules, and Regulations:

The STUDENT acknowledges that Mt. SAC is a community of professional and student researchers. As such, courteous, professional, responsible behavior is expected at all times. Access to the EQUIPMENT

AND FACILITIES is a privilege and may be revoked by Mt. SAC at any time and for any reason in Mt. SAC'S sole discretion. STUDENT agrees to comply with all federal and state laws, rules, and regulations in its use of the equipment as well as with all Mt. SAC policies, rules, and procedures.

4. Indemnification, Release and Insurance:

The STUDENT acknowledges responsibility for his/her actions and for any damage or injury, whatsoever, caused by STUDENT in its use of the EQUIPMENT AND FACILITIES. STUDENT understands that use of the EQUIPMENT AND FACILITIES may involve exposure to potentially hazardous conditions including, but not limited to, chemical, mechanical, electrical, thermal, and radiation hazards. Except to the extent Mt. SAC'S gross negligence, the STUDENT shall release, hold harmless and indemnify Mt. SAC, its officers agents and employees from any and all claims, damages, costs (including reasonable attorney fees) and liabilities arising out of the STUDENT'S use of the EQUIPMENT AND FACILITIES or that may result from products or materials developed by STUDENT in such facilities (including, but not limited to, product liability claims and claims of intellectual property right infringement).

By placing my signature below, I hereby agree to return all MTSAC issued equipment on or before the agreed upon due date, and times, and I accept full responsibility to pay in full any repairs or replacement costs incurred while this equipment is in my possession.

Student Name (PRINT)

Student Signature

Phone Number

Current Email Address

Current Photography Course

Instructor's Name

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