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NORTHWEST

## PHOTOGRAPHIC CENTER NORTHWEST (PCNW) RENTAL HANDBOOK

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Photographic Center Northwest (PCNW) teaches people how to see. Through our 53-credit Certificate Program, classes and workshops, free exhibitions and public programs, and publicly-accessible facilities we teach the history and future of photography.

This handbook is our policies and procedures manual; you are responsible for knowing this information before using PCNW's facilities. Your use of the facilities is an agreement to the policies, procedures and allocation of responsibility contained in this manual.

Use of facilities can involve the use of potentially hazardous chemicals, processes and equipment. PCNW is committed to making our facilities as safe as possible, *a responsibility that you share while utilizing our spaces.*

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### NOTES ON SAFETY

The following information and guidelines are to help you use the resources we offer safely.

**Learn the location of emergency exits and proper use of the eye wash stations, fire extinguishers, first aid kits, material safety data sheets, flashlights and telephones.** This information is provided to students by instructors during a safety briefing in the first class, and to renters by staff during orientation. If there is anything you don't understand, ask the facilities manager or lab volunteer to give you a safety briefing before working in our facility.

Before using any equipment, you must be instructed in the safe and proper use of it. Never operate any piece of equipment without instruction. **You will be held financially responsible for the replacement cost of equipment damaged or broken because of improper use.** The Executive Director and the Facilities Manager will determine responsibility and the amount of the replacement cost(s).

**Think safety!** Do not come into the facility under the influence of drugs or alcohol. Take occasional breaks when working for long periods. Report to the Front Desk or other PCNW Staff anything that might be a hazard to you or another person, such as spills in the darkroom or equipment that is not in correct working order.

**Ask questions.** If you are unsure about how to use the equipment or about the procedures in the darkroom, please ask questions. PCNW staff is here to assist you at all times and will show you the proper procedures for use of the facilities/equipment.

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If you are using your own chemistry, look up the material safety data sheet before working in our facility.

To prevent ingestion of chemicals, always wash your hands with soap and water if you get photographic chemicals on them, as well as when you have finished working in the darkroom and film room. PCNW provides gloves, goggles, and aprons for use in the facilities (available upon request).

See PCNW staff to file an Accident/Incident Investigation Report in any event that results in damaged equipment, injury and/or excessive chemical usage or exposure.

Food and drink are NOT permitted in the darkroom, film room, digital labs, or central work areas. It is very dangerous to have food or liquids anywhere there are chemicals, negatives, prints, or other photographic supplies. Very serious accidents can occur.

To help reduce overcrowding and prevent accidents, guests are not permitted (with the exception of models) into the darkroom or studio area while you are working.

PCNW is a non-smoking facility.

### EMERGENCY ACTION PLAN

Notify staff of any emergency or concern about safety.

You can call for emergency help at the front desk or 2<sup>nd</sup> floor offices.

Fire, Police or Aid Car Medics:	911
Chemical Poison/Poison Center:	1-800-222-1222 / (206) 526-2121
Chemical Poison/Kodak 24hr Emergency:	1-800-242-2424 / (716) 722-5151

### LOCATION OF ON-SITE EMERGENCY EQUIPMENT

**EYE WASH for chemicals in the eyes:**

- There is an emergency eye wash station located in the building. It is orange and attached to the sink outside of the black and white darkroom (in the general work area), next to the archival wash.
- There are also bottles of eyewash solution for emergency use above the film developing sink and in the alternative processing lab above the metal sink to the left of the door as you enter.

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**FIRE:**

Fire alarms can be found near each entrance as well as at the top of both staircases.

Fire escape ladder can be found in the South Digital Lab on the floor next to the gray couch.

Fire extinguishers are located:

- Downstairs –
  - near the main entrance
  - on the wall at the top of the wheelchair ramp by the elevator
  - on the wall in Studio 1
  - on the bottom shelf behind the volunteer desk
    - Upstairs –
  - on the wall at the top of front/north stairs
  - on the wall in the North Teaching Lab to the left of main entrance
  - on the wall in server room of the South Advanced Lab behind Digital Lab Managers desk
  - on the wall in the Northeast Office next to the elevator
  - on the wall in the Daylight Studio
- Basement –
  - on the floor by the elevator

**FIRST AID KIT:**

Located –

- At the volunteer desk on the first floor on the top shelf and is labeled FIRST AID.
- Just past the door behind the front desk, on the counter.
- On the Facilities Manager's desk in the Library.
- On the gray bookshelf behind Digital Lab Volunteer desk in South Lab
- Mounted on the wall upstairs outside the Daylight Studio.

**MATERIALS SAFETY DATA SHEETS "MSDS":**

Contain information about all chemistry in use in the facility.

Located –

- In the binder at Facilities Manager's desk.

**ELECTRICAL:**

The main circuit breakers are upstairs in the closet behind the Digital Lab Managers desk. There are also breakers specific to the Daylight Studio inside the room to the left of the door.

**EMERGENCY FLASH LIGHTS:**

Located –

- At the front desk behind the cash register.
- At the volunteer desk on the first floor.
- On the gray bookshelf behind Digital Lab Volunteer desk in South Lab

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### GENERAL USE OF THE FACILITIES

The following darkroom, film developing, digital lab, studio and facilities fees apply to all renters. Please see the front desk for current pricing and hours.

**Black and White Darkroom:** Renters pay an hourly rate.

\* **The hourly rental fee entitles you to the use of one enlarger.** If a second enlarger is available at the time you check in, you may rent it for the established hourly rate. You may not reserve two enlargers ahead of your arrival and you must relinquish your second enlarger if a student or client needs it.

**Film Developing:** Renters pay an hourly rate.

**Digital Lab:** Renters pay an hourly rate **plus** per square inch print charge and a separate hourly fee for use of scanning equipment.

\* **The hourly rental fee entitles you to the use of one computer or scanner.** If a second computer is available at the time you check in, you may rent it for the established hourly rate. You may not reserve two computers ahead of your arrival and you must relinquish your second computer if a student or client needs it.

**Studio Space:** Renters pay an hourly rate. Students currently enrolled in a Studio class may rent a studio at a reduced student rate (see Front Desk for current rate). All usage can be deducted from a pre-paid rental block. The student rate no longer applies after the final class meeting.

\***Please note** that only CURRENT students who are enrolled in a studio lighting based course, or CURRENT students who have previously taken and passed a studio lighting based course are eligible to rent the studio equipment. All other renters must provide their own equipment but may use our backdrops and modifiers.

**Other Services:** PCNW also offers the following services at no additional cost to students and members; some charges may apply for public renters (see Front Desk for rates):

- drymount press
- copy stand
- matt cutting equipment (razor blades available for purchase)
- light table
- rotatrim
- viewing lights
- large dry worktable in South Digital Lab
- negative viewer
- lightbox

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## PROCEDURES

The following is information regarding general procedures and policies.

**Reservations** - Reservations can be made through the front desk in person, by calling (206) 720-7222 or emailing [frontdesk@pcnw.org](mailto:frontdesk@pcnw.org). We only reserve up to one week in advance; no facility space is guaranteed without a reservation. Specific equipment (ie. Lenses, grain focusers, negative carriers, easels, scanners and printers) can be requested upon reservation for your convenience.

- **Cancellation Policy.** If you cannot make your scheduled reservation time for the facility, please notify us in advance by calling (206) 720-7222. There is a fifteen-minute grace period for late-arrivals, after which other renters may take advantage of your reserved time slot. Any requested equipment will also be given out to other renters after the fifteen-minute grace period.
- **No shows.** In fairness to other renters, those who have not arrived within fifteen minutes of the scheduled time will be considered a “no show”.
- **Three Strikes Rule.** After three no-shows, PCNW reserves the right to revoke an individual’s advance reservation privileges. You may reserve space for immediate use on a first-come first-serve basis, but may not reserve space in advance.

**Check-In and Payment** - When you come to PCNW to use the facilities, you will check-in at the Front Desk. You must be enrolled in a class, a member who has completed a class or an orientation, or a public renter that has completed an orientation to use our facilities. When you have finished working in the lab, you will return your check-in slip or equipment to the Front Desk. Payment is due at this time. The staff person will ring up your time and materials usage or, if you have purchased a rental block, the staff person will deduct the time from your block.

*\* NOTE: Payment for retail items purchased during printing sessions is due at the time of purchase, NOT at the end of the session when print time is paid for. (Example plastic film holders/razor blades/USBs).*

**You will be held financially responsible for the replacement cost of equipment damaged or broken because of improper use.** The Executive Director and the Facilities Manager will determine responsibility and the amount of the replacement cost(s). If you find the equipment broken before your rental, it is your responsibility to report it promptly.

**PCNW is not responsible for the loss of any equipment not belonging to PCNW, or personal effects that are brought in to the facility by an individual.**

**Parking** - There is a pay-to-park lot located behind PCNW off of East Marion Street; members, students and visitors are responsible for paying the posted parking rates while parked in the lot. Two-hour street parking is also available in the surrounding area.

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## FACILITIES

Please be considerate of others using the facilities and DO NOT use cell phones or play music without headphones in any darkroom, digital lab, central work area, or during a class/workshop.

## Film Sink Procedures

### Getting Started

- Film tanks and reels are located at the Darkroom Volunteer Desk for check-out.
- Gloves, eye goggles and aprons are available for your use upon request.
- All necessary chemistry and beakers for developing roll or sheet film are located below the film sink.
- Film development guidelines for some types of film are posted at film sinks and at the darkroom volunteer desk available to all members and students for reference.
- The roll film wash cylinders are located in the sink and are temperature controlled by the faucet to the right of Film Sink 2.

**Darkroom volunteer staff are responsible for checking and replacing spent chemistry** at Noon, 4:30pm and 9pm. If you think you may have inadvertently contaminated any chemistry by pouring it back into the wrong container, *please notify the volunteer or front desk staff immediately.*

### Finishing Up

- When you have finished developing your film, please thoroughly wash all of the tanks, reels, beakers and funnels with hot water.
- Place reels and tanks on the towels in the drying area.
- Invert film wash cylinders to ensure proper drainage.
- Be considerate of the next person to use the area; leave it clean.

## Black and White Darkroom Procedures

PCNW has one black and white darkroom that is divided into two sides. Each side is equipped with the same basic equipment and chemicals. PCNW has a variety of enlargers that can print negatives from 35mm to 8x10in. We make every effort to keep the equipment in good working order, and need your help to do so. Please read through the following information and guidelines.

- **Renters who have not previously used PCNW's darkroom must participate in a free orientation.** Remember, you will be held responsible for the replacement cost of equipment damaged because of improper use. If you have questions, please ask the Darkroom Volunteer or the Facilities or Front Desk Staff for help.
- The Front Desk will check you in and direct you to the volunteer desk where you will be given a bin containing all of the equipment necessary for your printing session. When you are finished with your session, please return all equipment to the bin and return to the volunteer desk.

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- You will be held responsible for any equipment that you checked out that is not returned at the end of your session.
- Do not leave equipment unattended at the Back Desk.
- Before you raise or lower an enlarger, unlock the knob at the lower right side of the stand. Once the enlarger is moved, re-lock the knob. Be sure the lens and negative carrier are in place before turning on the enlarger.
- Darkroom volunteers and/or the Facilities Staff are responsible for mixing and periodically testing all chemistry in the trays and at the film sink. If the chemistry seems exhausted, notify the darkroom volunteer or the Facilities Staff.
- DO NOT mix PCNW chemistry yourself.
- If you would like to bring your own chemistry, you may do so. Trays are located under the sink in the darkroom. You are responsible for knowing proper mixing, printing and clean up procedures.
- **Photographic chemistry is toxic.** Do not put your hands into it.
  - Always use tongs in printing trays.
  - Use chemical resistant gloves when mixing chemistry (latex can cause adverse reactions to those with allergies, latex and vinyl gloves are available for use upon request).
  - Always keep your hands away from your eyes and mouth while using chemistry. Wash hands thoroughly with soap and water when you are finished using the chemistry, especially before eating.
- **Toning** – To ensure overall safety and that proper precautions are taken, all toning processes (i.e. sepia, selenium, gold, copper) require prior approval from the PCNW Facilities Manager and/or qualified Faculty; in some instances, PCNW may require that toning processes be done under the supervision of PCNW Staff or Faculty.
- **Solarization** – or any procedure that involves placing wet trays or chemicals under or near enlargers or dry side of the darkroom, is allowed with prior permission.

**In a shared darkroom such as ours, it is very important to have a standard set of procedures that everyone understands and follows at all times.** Our procedures are designed to maximize your safety and minimize contamination problems. Please read the following section carefully before your first session in the darkroom.

#### **RC PRINTING:**

There are two lines of chemistry on both sides of the darkroom: one for RC (resin coated) prints, and one for fiber prints. If you are using your own chemistry, place the tray at the front of the chemistry line and label it accordingly.

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- Renters using RC paper are allowed one print at a time in the chemistry line. This means a print must be processed in the developer, stop bath, fix, and then placed in the wash before another print can be put into the developer.
- Prints in the wash are then taken out of the darkroom (using the red trays located under the final wash sink) to the RC final wash located in the central work area. After prints have been through the final wash, you may either squeegee and place them on the RC drying racks, or send them through the RC print dryer (use the gray trays located under the final wash sink to transport to the RC print dryer).

#### FIBER PRINTING:

There are two lines of chemistry on both sides of the darkroom: one for RC prints, and one for fiber prints. If you are using your own chemistry, place the tray at the front of the chemistry line and label it accordingly.

- Renters using fiber paper are allowed two prints at a time in the chemistry line, but only one per tray. Before beginning a third print, the first print must be placed in the wash basin.
- Prints in the wash are then taken out of the darkroom (using the red trays located under the final wash sink) to the Fiber final wash located in the central work area. There are three archival washes; the 20x24" archival wash is in the RC final wash sink.
- After prints have gone through all stages of archival wash, they are squeegeed and placed on the fiber print drying racks.

#### GENERAL PRINTING:

- **Only one renter is allowed on an enlarger at one time.**
- Prints should be placed in trays emulsion to emulsion and back to back.
- Trays should be constantly agitated (rocked gently).
- Never poke or scrape prints with tongs.
- **Always use tongs to remove prints from the trays.** Never place your hands into the chemistry.
- **Keep tongs in their respective trays.** Moving a tong from one tray to another (from the stop to the developer, for example) will cause contamination and damage to your prints and those of others. If you notice a misplaced tong, wash it off with hot water before returning it to the correct tray.
- Be careful not to damage other's prints when in the same tray and washes. Treat every print as you would your own.
- Drain prints thoroughly (until the stream of chemistry turns into a steady drip) when moving from tray to tray. This will greatly extend the life of the chemistry.
- When removing a print from a fix or wash tray for inspection outside the darkroom, place it in one of the trays that are under the sink.



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- When taking prints out of the darkroom, always use the appropriate tray.
  - **White** trays (under darkroom sinks); use these to bring prints out of the darkroom for inspection.
  - **Red** trays (under the final wash sink); use these to transport prints that have been washed in the darkroom to the final wash.
  - **Gray** trays (under the final wash sink); use only for prints transporting to squeegee board or RC drying machine after archival wash.
- **NEVER place unwashed prints on the squeegee boards or print drying racks.** If this inadvertently occurs, notify the darkroom volunteer or Facilities Staff so that they can remove the contamination.
- There are separate print drying racks for washed fiber paper and RC paper, on which prints air-dry. PCNW also has a RC print dryer which is located by the heat press in the central work area.
- PCNW does not have any towels for use in the darkroom; we ask that you please bring your own.
- **No bags, backpacks or any personal items are to enter the darkroom.** Please put all personal belongings in the in the cubbies on the side of the fiber drying racks. Any items needed for printing may be stored on the shelves and in drawers below enlarger stations for the duration of your reservation.
- Renters are not allowed to move large PCNW equipment except under the direction of a staff member.
- Never force or hit equipment. You will be held responsible for any damages caused by improper use.

### Alternative Process Lab Procedures

Remember that this is a shared space. Be courteous to others and our equipment. Any issues, damages, or disputes should be reported to staff immediately.

Failure to follow PCNW policies for facility rental will result in termination of eligibility to use the Alternative Process Lab. All following rules are to ensure safety of renters and proper use of PCNW facilities.

### **GENERAL RULES:**

- All renters must have completed a PCNW safety and usage orientation or successfully completed a PCNW course in alternative processes to access the Alt Pro Lab.
- All alternative processes need to be cleared/pre-approved by PCNW staff before practicing.
- Individuals using the Alt Pro lab must be pre-approved for the process they intend to use before making a reservation.
- All renters must have a liability release form on file with PCNW before using the Alt Pro Lab.
- All renters must have MSDS/SDS sheets for all chemistry to be used during their lab time with them for every rental session, and must be aware of precautions and first aid procedures for said chemistry.
- The volunteer is here to assist and troubleshoot, not to teach. For in-depth training and assistance please speak to the front desk about private instruction or course offerings.
- **ABSOLUTELY NO OPEN CONTAINERS OF FOOD OR DRINK ALLOWED.**
- Music is permitted with headphones only. Please do not use cell phones and keep audible timers at a low volume.

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- All work surfaces, other than sinks, must be covered with oil cloth table covers. Renters must clean these before and after use to prevent contamination.
- All trays, tongs, beakers, tools, contact frames, sinks, surfaces and screens must be cleaned before and after use to prevent contamination and potentially harmful interactions of chemicals.
- Never put anything thicker than a piece of paper in contact frames.
- When storing PCNW contact frames, put matt board between the frames to protect the glass.
- Before leaving the Alt Pro Lab, make sure all water valves are shut off, all tools and surfaces are cleaned and properly stored, UV light boxes are turned off, and fume hood is off.
- If there is an accident of any kind in this room – a spill, a physical injury, equipment breakage or malfunction, etc. – it must be reported to PCNW staff immediately.
- Leave lab cleaner than you found it.

#### **CHEMISTRY**

- Wearing appropriate safety attire is mandatory. This includes, but is not limited to: close-toed shoes, nitrile gloves, safety glasses, UV glasses, and chemical masks as warranted. Renters are responsible for providing their own safety equipment.
- The fume hood must be running at all times when this room is in use.
- Sinks are to be flushed for 5-10 minutes before and after use to reduce risk of chemical cross-contamination.
- Renters must use the appropriate labeled trays for the chemistry and/or process they are using.
- Renters are responsible for providing their own chemistry and must remove their chemistry when their session is completed. Only pre-approved dry chemistry may be mixed on the premises. Use of food containers to store and/or transport chemicals is strictly prohibited.
- Users may not store chemicals in the Alternative Process Lab. (Exception: mixed/used fix may be recycled at the end of each session; see darkroom volunteer or PCNW staff for assistance). Any chemistry or materials left in this room become the property of PCNW.
- Renters are responsible for the proper disposal of their chemistry. Do not dump chemicals down the drain. Consult with PCNW Facilities Manager or check with your local hazardous waste facility about proper disposal of chemicals.
- NO FIX DOWN THE DRAIN! PCNW has a silver recovery unit for exhausted fix.

#### **ALTERNATIVE PROCESSES DIGITAL PRINTER:**

- Only students currently enrolled in an alternative process class may use the printer in Studio 2 for digital negative printing.
- Currently enrolled students may print from the computer provided or from a personal laptop using the Ethernet cable attached to the printer.
- Ink and supplies are kept in the digital lab manager's office. For repairs, maintenance, ink replacement and assistance see Digital Lab Volunteer or Digital Lab Lead.
- The standard hourly rental and digital printing fees apply.

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### Digital Lab Procedures

A computer in the digital lab may be rented anytime the digital lab is available for use and a volunteer\* is present. Please contact the front desk for current digital lab hours, rates and available equipment.

*\* Note: volunteers are not teachers and do not give instruction; they are present to problem solve, attend to the equipment and track time and materials usage.*

**Renters who have not previously used PCNW's digital lab must participate in a free orientation. Do not use any equipment for which you have not received proper instruction.** Remember, you will be held responsible for the replacement cost of equipment damaged because of improper use. If you encounter issues while printing or if you have questions, please ask the lab volunteer or other staff member for help. **DO NOT** continue printing; comps are only granted if equipment is faulty, **NOT** for user error, and will be determined on a case by case basis by the Digital Lab Lead.

- Check in at the front desk before using the lab.
- Bring your check-in slip to the lab volunteer; they monitor lab usage for computer, scanning and printing times.
- When you are finished using the lab, please remove all user created files and log-off of the computer.
- **For safe-keeping, please bring portable device for storing your files.** Files that you save to the desktop or any other location on the computer will be deleted.
- **All of the computer monitors are calibrated; therefore, we ask that you DO NOT change any system-wide settings including:**
  - Display properties: themes, desktop, screen saver, appearance, etc...
  - Task and start menu properties
  - Printer settings: default printer, printing preferences. Only adjust printer settings within Photoshop or other such applications.
- Please refrain from touching the glass of the display monitors. Finger prints degrade viewing and take time to clean.
- PCNW provides the full Adobe Suite for your use.
- Internet access is available.
- **Do not install any programs onto a PCNW computer unless instructed to do so, including:**
  - Any executable file, such as a downloaded file for adding a profile or updating a driver.
  - Any application on an installation CD or digital download.

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- **Do not change any cables connected to a PCNW computer unless instructed to do so.** Do not change the network cables that connect to the hub. **Anyone found changing hub connections may lose access to the facility.** You may connect and disconnect personal USB devices.
- Only use paper or film that meets the specifications of the printer manufacturer. It is your responsibility to make sure any media you supply will not damage the printers. If you damage a printer, you are responsible for repair/replacement costs.
- **DO NOT change ink or try to clean the printer heads.** Ask the volunteer for help.
- **DO NOT try to clear paper jams or repair the printer.** Ask the volunteer for help.

**PRINTERS:** PCNW has a variety of professional photographic printers. General media specifications for some printers are listed below.

- All of our printers are dedicated as matte black or photo black ink. You must load the appropriate paper for each.
- **DO NOT** try to change the ink settings. If this happens accidentally, please notify Digital Lab staff.
- Smaller scale printers can print on sheet and roll paper between 8" and 17" wide
- Larger scale printers can print on sheet or roll paper between 8" and 44" wide

**SCANNERS:** PCNW has a variety of scanners for document, film, and wet-mount scanning; using VueScan software.

### Studio Procedures

Individuals may rent studio space for a specified hourly rate during regular business hours (some restrictions may apply). For complete information and/or a copy of the PCNW Studio Rental Agreement please see the Front Desk.

Individuals new to the space must schedule an orientation before their rental.

Students currently enrolled in a studio lighting class may reserve studio space up to one week in advance of the desired appointment date. Members, Public, and Students who are not taking a studio class may reserve studio time on weekdays before 5pm, up to one week in advance. On weekends they can call the day-of, or walk-in to check availability. This is to ensure our studio students have priority.

All renters may reserve up to 3 hours of studio time at once. Shooting should be complete at least 15 minutes to end of reservation to allow for cool-down and clean-up. If at the end of their rental time, no one else has reserved the space, renters may add an additional hour to their session

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PCNW has a variety of equipment and accessories available in our studios, including power packs, strobes, tungsten lights, daylight balanced lights, and light modifiers. We make every effort to keep the equipment in good working order and need your help to do so. Please read over the following information and guidelines.

**\*Please note** that only CURRENT students who are enrolled in a studio lighting based course, or CURRENT students who have previously taken and passed a studio lighting based course are eligible to rent the studio equipment. All other renters must provide their own equipment but may use our backdrops and modifiers.

**Individuals must sign a Studio Rental Agreement prior to using the studio. This agreement serves as a contract of liability and payment.**

Never operate any piece of equipment without instruction. You will be held responsible for the replacement costs of equipment damaged due to improper use. **If you notice that any of the equipment is broken or is not in correct working order, notify the Front Desk or Facilities staff immediately.**

The Front Desk will check you in and direct you to the darkroom volunteer desk where you will be given any equipment needed. Please allow for at least 15 minutes at the end of your session for equipment to cool down before moving or disassembling. The darkroom volunteer will check you out after inspecting the studio to ensure that all of the equipment is present and in good working order.

**POWER PACKS** - When using a power pack, always follow this sequence:

**Setting Up & Turning On:**

1. Make sure the main power switch is set to the "OFF" position and that the modeling light switch is set to the "OFF" position.
  2. Plug the strobes in completely and securely. If a strobe cannot be plugged in completely, do NOT use it and notify the darkroom volunteer or the Facilities Staff immediately.
  3. Plug the correct power cord into the power pack and the electrical outlet.
  4. Set the main power switch to the "ON" position.
- **Never fire strobes before the recharge light comes on!**
  - **Never unplug the power pack from the electrical outlet, or unplug the strobes from the power pack when the power pack is on!**
  - **Be EXTREMELY careful not to bang the strobe plugs on the floor, stands, etc. They are VERY delicate.**

**Taking Down & Turning Off the Power Pack:**

1. Set the main power switch on the power pack to the "OFF" position.
2. Wait.
3. If finished, unplug the power cord from the power pack and the electrical outlet.
4. Unplug the strobes from the power pack.

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## STROBES

- **Use caution!** Strobes can become hot during use! Do not handle them after use until they have cooled down sufficiently.
- **Always make sure the strobe head is correctly and securely attached to the light stand before use.**
- **ALL STANDS WITH A LIGHT MUST ALSO HAVE A SANDBAG.**
- Be gentle when removing and replacing the caps that cover the strobe heads.
- Never use a strobe head unit without some sort of reflector, umbrella or soft box.
- **Never touch the modeling or strobe bulbs with your hands.** The oils from your fingers can cause the bulbs to explode when the bulb heats up. If you touch a bulb, let the Darkroom Volunteer or Facilities Staff know so that they may clean the bulb with alcohol to remove the oil from your fingers. However, if there is a glass case over the bulb, you do not have to worry.
- To reduce heat buildup, turn off the modeling lights when you are not using them.
- You should use fan-cooled heads anytime you are using diffusers, soft boxes, grids, etc.
- When using colored gels, cardboard, or any other material near the modeling bulbs, make certain the material does not touch the bulb (this creates a fire hazard).
- **Always return equipment to proper place in studio closet. Failure to do so will result in a loss of privileges.**

## STROBE CONNECTION

- PCNW provides sync cords, Wein Safe-Syncs and infrared remotes for use in the studios, but we recommend that you provide your own connection between your camera and the studio strobes.
- \*The sync cord voltage may damage the electronics of some cameras. Renters using any digital camera, as well as some “advanced amateur” cameras with a sync cord must also use a “Wein Safe-Sync” protector or equivalent. With all of these cameras, any remote system will also protect the camera.

**MONO BLOCK STROBES** – PCNW owns a set of White Lightning Mono Block Strobe heads that are available upon request after proof of previous training. The same safety precautions apply to these strobes.

### Setting Up & Turning On

1. Heads must be securely mounted on a stand before operating. **ALL STANDS WITH A LIGHT MUST ALSO HAVE A SAND BAG**
2. Once the light is securely on a stand, remove the plastic bulb cover and attach a reflector or soft-box. All lights must have a modifier.
3. Make certain the power switch on each head is in the “OFF” position.
4. Attach a power cord to the head and plug into the nearest outlet. Be mindful of the traffic in your studio.
5. Adjust strobe power and modeling light on the back of the head with sliders.
6. Attach a sync cord or radio slave or use the built-in optical trigger to fire.

### Taking Down & Turning Off

1. Turn the power switch on the back of each head to “OFF”.
2. **Dump the charge by pushing the test button.**
3. Let head cool down.
4. Put protective caps back on bulbs, unplug and neatly coil cords, and put away in correct place.

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### TUNGSTEN LIGHTS

- **Use caution!** Tungsten lights can become extremely hot during use. Follow the same safety precautions outlined above for strobes.
- Always leave space between the tungsten head and the diffuser.

### BACKGROUND PAPER & BACKDROPS

- Always use two people to move rolled background paper on or off the stands to avoid ripping, wrinkling, or marking them. Ask the darkroom volunteer or the Facilities Staff for assistance.
- Use clamps to secure the background paper to the horizontal bar.
- When you are using the hanging background bar, make sure that you have secured the cord completely to the cleat. If you are having difficulties with this, ask the darkroom volunteer or the Facilities Staff for assistance.
- Please be careful with the background paper. Remove your shoes before stepping on it, or place a scrap piece of paper down to cover the area on which you step. If the sweep portion of the backdrop paper is ruined after your shoot, there will be a small charge to account for the cutting of the paper.

### MISC

- **Use caution around cables, light stands and booms.** Keep cables out of your way and out of the way of your models; be careful not to bump into light stands and booms; make sure to always counter-balance light stands and booms.
- Coil up all power cables, fold up light stands, and return all equipment to its proper place. Put all props and backdrops back where you found them.
- Please leave the studio neat for the next person.
- If any equipment breaks, is not working properly, or you simply need assistance, please notify the darkroom volunteer or the Facilities Staff immediately.

### LIBRARY

PCNW houses a reference library that is available for use during regular operating hours.

The PCNW library is a **non-circulating collection**; materials cannot leave the building. Individuals are permitted to take library materials into lab, classroom or other areas of PCNW only if authorized by the Front Desk. If you cannot locate an item listed in the catalog, please notify the front desk.

When you are finished with a publication, please return it to the library table to be re-shelved. Videos should always be returned to the front desk immediately after use.

**PHOTOGRAPHIC**

**CENTER**

**NORTHWEST**

## ADMINISTRATIVE POLICIES

### **Sexual Harassment Policy**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting the person; or
- such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance by creating an intimidating, hostile or offensive environment.

### **Complaint Procedure**

If any member of the PCNW community feels he/she/they has been subjected to any instance of sexual harassment, he/she/they shall immediately report the incident to the Executive Director or Programs Chair. The administration will promptly and fairly review all complaints, and conduct an investigation whenever indicated. To the highest degree possible, allowing for a fair investigation, the school will treat all complaints in a confidential manner. At a minimum, any investigation will include interviews with the person bringing the complaint and the alleged offender.

### **Corrective Action**

If, as a result of the investigative process, it is determined that an individual has violated the sexual harassment policy, PCNW will take prompt corrective action. The nature of the corrective action will be commensurate with the nature of the offense and the frequency of the behavior, and the corrective action may include disciplinary sanctions up to and including termination of employment or contract, or expulsion from the school or facilities.

### **Standards of Ethical Practice**

It is the policy of PCNW to conduct all programs without discrimination on the basis of sex, race, national origin, religion, age, marital status, sexual orientation, disability or veteran status. This policy applies to admissions, counseling, training, placement, and employment and to all aspects of the organization and administration of programs. Any inquiries by individuals pertaining to the above, including the provisions of Title IX, Education Amendments of 1972 as further amended, or under the handicapped discrimination provisions of Section 504, Rehabilitation Act of 1973, as amended, should be sent to the president of the school who is the reviewing officer.



PHOTOGRAPHIC

CENTER

NORTHWEST

### CODE OF CONDUCT

PCNW is a safe space for creative inquiry and expression. We ask that all those within this publically accessible space demonstrate respect for others' viewpoints.

It is the policy of PCNW to conduct all programs without discrimination on the basis of gender, race, national origin, religion, age, marital status, sexual orientation, disability, or veteran status. The policy applies to all aspects of the organization and administration of programs.

#### **The following activities are prohibited at PCNW:**

- Smoking and illegal drug use (smoking tobacco: must be 25 feet from the entrance and open windows);
- Consuming alcohol (special events are the exception);
- Using potentially toxic materials anywhere in the building without permission from the Facilities staff and proper ventilation;
- Burning objects or creating potential hazards or offensive smells (ex: toning, improper chemical mixing) that disturbs others in the building;
- No pets. With regard to service animals, PCNW is ADA compliant;
- Engaging in disruptive or unsafe behavior that disturbs others;
- Threatening others physically or engaging in verbal harassment;
- Acting unreasonably and interfering with others' use of the facility or class time;
- Entering or remaining in the building after hours without written prior permission from the Executive Director and Facilities staff;
- Not cleaning up after yourself or not putting away or returning equipment properly;
- Deliberate damage of any PCNW property, building, equipment, and/or exhibited artwork, including graffiti;
- Damage of any PCNW property, building, equipment, and/or exhibited artwork due to negligence;
- Theft, including office supplies, equipment, art works and any other property in the building.

*Anyone unable to abide by this code of conduct will be asked to leave the premises, and invited to return to the premises when prepared to do so.*

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PCNW appreciates your support of our efforts to provide excellent service. Please let us know if you see an area of improvement and keep in mind that we are working hard on your behalf.