



DARKROOM PHOTOGRAPHY SUPPLY LIST

DOUGHERTY ARTS CENTER

1110 BARTON SPRINGS ROAD, AUSTIN, TX 78704

Monday Beginning Darkroom

Jessica Attie

SUPPLIES

Students must bring their own photographic supplies such as cameras, film and paper. The Arts School provides basic darkroom equipment, safety supplies, cleaning supplies and photographic chemicals.

- Other supplies may be added as the course progresses, as suggested by the instructor.
- Please keep your receipts in case the class is cancelled or to return unused supplies.

SUPPLIES FOR FIRST DAY

- 2-5+ rolls correctly exposed and processed B/W film: uncut (or sleeved), 35mm (Medium or Large format negatives is ok if you are intermediate or advanced).
- 2-5+ 8x10 Negative sheet sleeves, correctly sized for holding film of choice
- 1 Pack 8x10 Variable contrast RC Photographic Paper
- Film negative cleaner
- Can of air duster, compressed air
- Oversized shirt, smock, or apron, to protect clothes from stains.
- Notebook

PERSONAL PROTECTIVE EQUIPMENT

- Appropriate clothing and closed-toe shoes
- Apron or smock to protect your clothing
- Safety goggles and gloves

SUPPLY STORE(S)

The City of Austin can not recommend vendors.

We suggest an online search for art supply stores that are local and online.

PHOTOGRAPHIC CHEMICALS

An approved list of chemicals is posted in the Safety Data Sheet (SDS) notebook in the photo studio. SDS sheets list chemical properties, proper use, safety precautions, and first aid procedures. DAC School instructors and approved staff are the only persons allowed to mix chemicals in the photo studio. All chemical containers will be properly marked with chemical name and date of mixture. DAC Staff are also responsible for the safe disposal of chemicals. All photo chemicals will be in liquid concentrate form. No powdered chemicals shall be used in the photo studio. **NO OUTSIDE CHEMICALS ARE ALLOWED WITHOUT PRIOR APPROVAL BY THE SCHOOL ADMINISTRATION.** All requests to use outside chemicals must be in writing and include a copy of the SDS.

ATTENDANCE & STUDIO ACCESS

- Program attendance is the responsibility of the participant. Failure to attend does not entitle a participant to a transfer or a refund. Make-ups are not available for absences. Fees will not be prorated for absences. (See Enrollment Policies)
- Due to safety, children, friends, and pets (except official, certified assistance animals) are not allowed.
- The studio/classroom is only open and available to registered students during their registered class time.
- The studio cannot be used without supervision.
- If you arrive early and another class (not your class) is in session, please do not enter the studio out of courtesy for students that have paid for their time in class. Questions about class times can be directed to the registration office, program specialist, or found online.

PERSONAL CAUTION & SAFETY

Food and drinks: Due to safety all drinks must be in a sealed container to prevent contamination. No food is allowed in the Clay Studio, food may be consumed in the lobby area or outside at the picnic table. All clay items produced, fired and glazed in the Dougherty Arts School are recommended for decorative purposes only and are NOT "food safe." Raku glazes are not "food safe."

PERSONAL BELONGINGS

Do not bring valuable items to class. Do not leave valuable items exposed in plain site in your vehicle. Keep handbag, backpack and supplies near your work area. The City of Austin, Parks and Recreation Department and Dougherty Arts Center staff are not responsible for lost or stolen items. Please report loss or theft to a staff member.

CONSUMPTION OF ALCOHOL

The studio / classroom environment contains potentially dangerous materials and equipment. DAC students, staff, instructors and contractors should not consume alcohol before or during class. Possession or consumption of alcoholic beverages is prohibited in all areas of the Dougherty Arts Center except the Julia C. Buttridge Gallery under special circumstances. Alcohol will only be available in the Gallery if the renter or organization **hosting the event** provides alcohol for consumption to the general public; has provided liability insurance and an alcohol license; and the Parks Department Director has given approval.

- No alcohol may be taken from the gallery into the studio, classroom or other areas of the Dougherty Arts Center.
- Students should not drink alcohol at the reception and return to the classroom. If alcohol is consumed the student will be asked to leave and no refunds will be given.

Safety and Conduct Guidelines

The Dougherty Arts Center promotes an environment in which all participants feel safe, secure and without obstacle to participate in their registered classes and other programs and activities.

Unless accommodation arrangements have been made in advance with our Inclusion Office, adult and senior students must be able to participate independently in class.

Family, friends, children and pets are not permitted to attend with the enrolled student.

Students must be dressed appropriately and safely for the class, including wearing appropriate shoes, clothing and jewelry that fits properly not to catch or cause safety hazards around art supplies, chemicals, classroom tools or equipment.

Each student is responsible for his / her own conduct.

Students who are:

- disruptive
- who threaten, attempt injury or damage to people or property
- who use abusive language
- ignore staff instructions
- behave in a manner deemed inappropriate or unsafe by staff

The following will happen:

Student will be removed from the class for the remainder of the session without refund, transfer or make-up.

- Students are required to comply with all policies, procedures and direction of Dougherty Arts Center staff to ensure the safety and productivity of classes for all students.
- Students who violate these requirements may be suspended and / or removed from the property for a specified period of time to be communicated verbally or in writing by a City of Austin employee.

SAFETY

- Only instructors are allowed to mix chemicals.
- SAFETY TONGS: are provided for all students to use with chemical baths. DO NOT PLACE YOUR HANDS DIRECTLY IN THE CHEMICALS AS THIS COULD CAUSE CONTACT DERMATITIS.
- EYE WASH: a portable eye wash solution is available at all times in the photo lab.

WORKING WITH CHEMICALS

All students, instructors and staff will use proper safety procedures when handling chemicals for film or photographic papers. Do not immerse your hands in any chemicals. It is not advised that pregnant or nursing women be in contact with photographic chemicals.

DARKROOM ETIQUETTE

- **Cell phones need to be turned off in the darkroom.**
- Any wet print or test strip being carried out of the darkroom needs to be carried in a viewing tray. These trays are only for prints coming directly out of the fixer.
- All personal belongings including paper, negatives, etc. need to be removed from the darkroom at the end of each class.
- Tongs must be kept with their designated tray. If tongs are accidentally placed in the wrong tray, tell the instructor or lab monitor immediately so they can be washed.
- Dry and wet materials must stay in the designated areas of the darkroom.
- Last wash/clean up is 30 minutes before the end of class.
- Technical questions should be directed to the instructor. Independent Study is only for students who are comfortable working independently.

WET SIDE / DRY SIDE

The photo studio has a WET SIDE that consists of a long sink, chemicals and water. This is for film and paper development only. All wet materials shall stay on the wet side of the studio. The DRY SIDE of the room consists of enlarging stations, enlargers and tools for exposing photographic papers. NO WET ITEMS SHOULD BE PLACED ON THE DRY SIDE AT ANY TIME. Also, students and instructors should always have a towel to wipe wet hands before using any equipment on the dry side.

CLEAN UP

Each student is responsible for cleaning his/her area. Turn off all electrical equipment; put away enlarger tools, supplies, easels and other printing equipment. The instructor is responsible for disposing of used chemicals properly. Students may help wash out the chemical trays (while wearing safety goggles and gloves) and cleaning up the wet area. The instructor/studio manager will turn off the lights and lock up. Please be considerate of closing hours and allow time for cleanup.

PHOTOGRAPHS OR SUPPLIES LEFT AT CLASS CONCLUSION

Unless special arrangements have been made with DAC Staff, photographs and supplies owned by students left after the end of a session will be removed and/or recycled back into the studio. The City of Austin is not responsible for personal property.