

## Parsons Printmaking Studio / M-100 Book Arts

2 W 13th Street, Lower Level

### General Rules

- A student ID is required for use of equipment and materials.
- No food or drink allowed in the shops.
- Tie back long hair while working.
- No headphones while working.
- Make sure that your workspace is cleaned up before leaving the shop.
- No removal of screens or tools from the shop.
- No outside screens can be stored in any part of the Printmaking Studio.
- Label all of your work.

### Consequences

- Students that return rented tools that are severely damaged will be required to cover the cost of replacement.
- Presses are to be used only for their specified print technique. Any other work must be approved by a technician before usage. Improper use of the presses will result in immediate denial of access to the presses.
- There is a “3 Strikes” policy for cleaning up after yourself. Students that continually leave a mess behind when they’re done working will be denied access to the shop after three notifications from a technician or manager.
- Strikes and damaged tool histories are recorded within the Making Center checkout database and may impact use of other shops in the Making Center
- An orientation (or class enrollment) is required to use any of the equipment and tools. Students working in the shop that cannot provide proof of having taken an orientation (per semester) will be denied access to the shop until they have completed the proper orientations.
- Students using the Silkscreen equipment or materials (that are not currently enrolled in a Silkscreen class) are required to pay a Screen Rental Fee and a Studio Materials Fee. Students that have not paid these fees will be denied access to the shop until they can provide proof of payment.