THE DARKROOM AT WEBSTER UNIVERSITY ORIENTATION FOR PHOTO I & II
Welcome to the Darkroom at Webster University. You will be using our facility to complete assignments for your photography classes. We can supply you with both field and lab equipment for your work. The Darkroom strives to provide the best quality services possible for the School of Communications.

The goal of this booklet is to help students become better acquainted with the policies and procedures of the Darkroom. If you have any questions about this information, please feel free to speak to a work-study student, Chris Bowman, or Ryan Duffy. The Darkroom is located in Sverdrup, Room 143. The telephone number is 314-246-7532. If the darkroom line is busy or they do not pick up after the first four rings, your call will be automatically transferred to the Media Center. Chris and Ryan’s office is located in the Digital Darkroom. The extension to Chris and Ryan’s desk is 7004.

Lab reservations may be found on the bulletin board, located on the right, immediately upon entering the darkroom. Please check this before processing or printing in the darkroom. General hours of operation are can be found on the black board in the area by the equipment room, as well as online in the photography tab of the Media Center’s website: http://www.webster.edu/technology/media-services/photography/index.html
HOW TO CHECK OUT EQUIPMENT:
(The Equipment room is located in the back of the darkroom next to the Print Wash/Dry Room).

- A media card will be given to you for darkroom access by your instructor. This card includes equipment for printing, film processing, and matting/finishing prints, in addition to cameras and tripods, which can be used in the field.
- A checkout sheet must be completed to receive any darkroom or field equipment. Proper media cards must be presented at time of checkout. University I.D.’s and Driver’s Licenses’ are not accepted forms of identification. Darkroom checkout forms are located on the counter next to the equipment room. Field equipment forms provided by lab assistants.

FIELD EQUIPMENT
- Your media card will be used for checking out cameras and tripods.
- Please keep a copy of your checkout form for your personal records.
- Field Equipment may be checked out for 48 hours. A one-time 24 hour extension (per checkout) will be granted if you come in, or call 2 hours in advance before equipment is due, and it is NOT reserved by any other student or class.
- If an item is late, an extension will NOT be granted.
- Students who turn in equipment late or damaged will be subject to fines. Please see DARKROOM FINES FOR VIOLATIONS at the end of this handout for more information.
- Please make sure cameras have their lens caps and that the camera mounting plate is attached to the tripod.
- *Note: When finishing off your roll in a 35mm camera, on the last frame, the film advance lever may stop or “freeze up”. Please do not force the film advance lever back into its regular position. Press the rewind button, located on the bottom of the camera body, and rewind your film. After you remove your film from the camera, you may then move the film advance lever freely without damaging the camera.

RESERVATIONS
- Reservations can be reserved with a staff member.
- It is important to make reservations ahead of time if you need equipment for a specific day/time. We cannot guarantee equipment will be available for walk-ins.
- Only one reservation may be made per item. For example; you may only check out one 35mm camera at a time. You may not make another reservation until you have used the first one. This is called double-booking, and will result in loss of your reservation.
- Reserved field equipment that is not picked up with one half hour after scheduled reservation time will be considered unwanted and will be re-reserved upon the next person’s request.
**WORKING IN THE LAB:**
- Please bring your own towel. You will need it to dry off processing equipment and keep your hands dry when working in the lab. The darkroom does not provide towels, and paper towels are not allowed.
- The darkroom will not provide negative cleaning solution, anti-static cloth, canned air, and burning/dodging tools.
- ALL darkroom equipment is due back 25 minutes prior to closing. Students must allow enough time to rinse and/or dry prints. Any prints left unattended or after closing will be disposed of without question or notification.
- Darkroom staff will not assist in the production of any students work no matter how small the request may be.

**FILM PROCESSING ROOM:**
(The Film Processing Room is located past the digital darkroom, on the left).

- In this room you may do all of your black and white film processing and toning.
- Measuringgraduals are located on the top of the sink for chemistry. There are four complete sets of graduates, so four people may work at a time.
- Remember to clean out all graduates after use, and dry film tanks and reels before returning items to equipment room.
- For your convenience a film processing chart is located on the back wall of the film processing room.

**BASIC DARKROOM:**
(The Basic Darkroom is located past the film processing room, on the left).

- Photo I students will do their printing in the basic darkroom. Nine print stations are available for use. In the sink are trays of chemistry. From left to right, you have your developer, stop bath, two baths of fixer, and a holding bath.
- Chemicals are mixed only by staff members. If you notice that the chemistry is exhausted please inform a staff member.
- Please be courteous and only keep trays on the ‘wet side’ of the darkroom. This refers to the area around the sink. The ‘dry side’ is the area around the enlargers. We ask that you do this to minimize any risk of slipping or falling. Outside of the darkroom, the area around the light table is considered a ‘dry side.’ Students often set their negatives on this table, and this could result in the damage of your fellow students work. Also, please do not place wet prints on the bulletin board.
**ADVANCED DARKROOM:**
(The Advanced Darkroom is located past the film processing room, on the left).

- Photo II, and advanced are the only students allowed to print in the advanced darkroom.
- You may print negatives sized from 35mm up to 4x5. Specific easels, negative carriers, filters, and grain focuser can be requested.
- The chemistry in this darkroom works the same as the basic. If it needs to be changed let us know.

**PRINT WASHING/FINISHING ROOM:**
(The Print Wash/Finishing Room is located directly to the end of the darkroom).

- RC and Fiber Paper Washers are available for use. There is one RC washer and two fiber washers.
- Please return your trays to the proper darkroom. Trays should not be left in washroom.
- One RC dryer is available for use. Fiber Prints should NEVER be placed in the RC dryer: it is for drying RC paper only! RC prints should NOT be placed on the Fiber Print drying rack.
- Please be courteous when washing and drying prints, and take prints out of the wash in a timely manner. ‘Dead prints’ may be disposed with without notice.

**IN REVIEW-GENERAL PROCEDURES:**

- Students must have a media card to access the darkroom equipment. If you lose your card a new one must be acquired.
- A towel is required to work in the darkroom.
- Students who turn in field equipment late will be subject to fines.
- If reserved equipment is not picked up within thirty minutes, the reservation will be lost.
- The checkout time on all field equipment is 48 hours. A one-time extension may be granted for an additional 24 hours, if the equipment is not reserved by someone else. An extension must be made two hours before item is due. If your equipment is late, under NO circumstances will you be granted an extension!
- Mounting and mating equipment is not allowed to be checked out overnight.
- All equipment returned must be complete. **Please inspect the equipment when you check it out and before returning it.** If one item is missing, the whole kit is considered late and late fines will be assessed. Please notify staff of any broken equipment or missing items **AS SOON AS POSSIBLE.**
- Darkroom equipment is due back 25 minutes before the lab closes! **NO EXCEPTIONS!**
- All field equipment must be returned during normal operating hours which are posted in the darkroom and on the Media Center’s website.
- **NO Hot Swapping.** All equipment must be returned before it can be checked out to another student. Field transfers are forbidden.
- Food and drinks are not allowed in the Darkroom. If you bring food or drink into the darkroom, you will be fined on the first offense!
- Please store your personal belongings underneath the enlarger you are using.
• Lockers are available for all photo students, and are first come, first served basis. See a staff member to reserve a locker. Any locker not registered with a staff member will have its lock removed and contents disposed of. All lockers need to be re-registered at the end of each semester and all lockers need to be vacated at the end of every spring semester.

DARKROOM FINES FOR VIOLATIONS

Food & Drink Violation-- $25.00 -- 1st Offense

Second offense violation-- subject to fines, loss of privileges and/or notification of Department Chair and Dean.

* FOOD, DRINK, OR SMOKING ARE NOT ALLOWED IN THE DARKROOM FACILITIES, VIOLATORS WILL BE SUBJECT TO FINES AND/OR LOSS OF PRIVILEGES.

* Students who bring guests into the Darkroom facilities are responsible for the actions of the guests. All guests must follow the same rules as students.

LATE EQUIPMENT FINES

Equipment fines are Per calendar day

35mm Cameras  ---------------------------------------------- $30.00
Medium Format Hasselblad --------------------------------- $80.00
Large Format Sinar -------------------------------------- $85.00

EQUIPMENT DAMAGE FINES

1) Damage that is reported at the time of check in will be up to the discretion of the Media Center Director.

2) Damage that is not reported at the time of equipment check-in, will incur the below fines.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Payment will be total cost for replacement or repair of equipment.</th>
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<tbody>
<tr>
<td>$100.00 or under</td>
<td>Payment will be total cost for replacement or repair of equipment.</td>
</tr>
<tr>
<td>High dollar equipment</td>
<td>Payment will be $100.00 plus 20% of repair or replacement cost, not to exceed $600.00</td>
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3) All fine grievances will be put in writing, for review by an appointed committee, before fines are levied. Grievances should be submitted through the Media Center’s webpage. You can find it through Webster’s Homepage, www.Webster.edu. Once there simply select Media Center from the drop down link menu. The grievances link will be on the left-hand side.

All fines will be DEBITED to your STUDENT ACCOUNT through the BUSINESS OFFICE. All payments need to be paid at the Business Office.