THE DARKROOM AT WEBSTER UNIVERSITY ORIENTATION FOR THE PHOTO STUDIO
Welcome

This is an open studio and we (Student, Staff, Faculty) need to work together to keep the studio running smoothly. The studio has two fully equipped shooting bays for tabletop and portrait assignments. The studio hours are the same as the Darkroom’s.

Please keep in mind that like the Darkroom, no food or drink is allowed inside the Photo Studio. You will be fined on the first offense!

How to Reserve Studio Time.

The Studio Reservation book is located in the Darkroom. You are only allowed to book out 4 hours at any one time. If you are going to need the studio for a specific day or time, please be conscientious and reserve the space ahead of time. We cannot guarantee the studio will always be available for walk-ins.

Students who book out more than four hours will be in violation of the Darkroom’s double booking policy and their reservation will be erased by Darkroom staff without notice to the student in violation! No-show’s will be given 30 minutes to call or come in. After this 30-minute grace period, your time will be given up to the next student requesting.

Please keep in mind that you need to use your time to set up and break down. If you are shooting digital this includes processing your images and burning CDs! If you want to use the computer, you need to book out time. Running over into other student’s time is unacceptable. Fines can be levied if a student goes over into some ones else’s reservation. The student who is being shorted requests this fine. There is a 10-minute grace period. After the first 10 minutes it is a $10.00 fine and $1.00 for each minute after.

* All fines will be debited to your student account through the Business Office. All payments need to be paid at the Business Office WH101. All fine grievances will be put in writing, for review by an appointed committee, before fines are levied.

Equipment Checkout

You will need your media card to check out studio equipment. If you lose your card a new one must be acquired; student ID’s, driver license, etc. WILL NOT BE ACCEPTABLE! Students will be charged a $5.00 fee to replace lost media cards. Please see a full-time darkroom staff member during normal darkroom hours Monday - Friday to obtain a new card.

When checking out your equipment please keep in mind that you are responsible for knowing what equipment and miscellaneous supplies you will need. When you sign the
checkout sheet you are verifying that you have everything you need and that it is functioning and undamaged. You become responsible for everything marked off or written on the sheet.

Hot swapping the studio equipment is not allowed. If you checked out the equipment you are expected to return it. Under no circumstances should equipment ever be traded or handed off to another student in the studio.

Return equipment in the way you received it or better. We expect that kits returned to us will be complete and packed away neatly, in the same manner in which it was given to you or better. Before you return your equipment please check the studio for any lens caps, dark slides, and other miscellaneous items you might have forgotten to include. Students who return items and kits that are incomplete or messy will be subject to fines. The studio should be clean after each use. Please check around for any props or debris that you might have left from your photo shoot. Please make sure that all equipment and backgrounds are put away in their designated spaces. The photo studio has been color coded for your convenience. There is a red side and a blue side. The equipment has been marked either in red or blue to differentiate which side of the studio houses a particular piece of equipment. Keeping equipment contained on either side ensures that both shooting bays are always fully equipped and organized with the same equipment.

**How to Access the Photo Studio**

Your Webster University student I.D. card has to be activated for access to the photo studio. Activation only needs to take place once, or if you have replaced your ID, access is granted though the classes you are enrolled in. Webster University student I.D.’s may be obtained at Public Safety. The Media Center will perform the activation and encoding of the university ID card swipe

In the event of a lost or stolen card you are expected to report it immediately to Public Safety so they can void the card and reissue you another. If loss is not reported you will be held accountable for any and all thefts, damages or misconduct performed with the card.

Students can only access labs or editing suites that they are authorized to use. Such authorization will be encoded on your I.D. card. If you have problems or questions regarding your access level direct them to your instructor. If you have problems with your access, contact Public Safety.

You may not allow another person to use your card. Violation will result in permanent suspension of access privileges of all parties.

Students who bring guests into the Media Center facilities are responsible for the actions of their guests. Guests must follow the same rules as students.
If You Have a Problem…

If you are having problems with the studio equipment, please report it immediately. Your prompt response to problems will ensure that the equipment can be repaired in a timely manner. Reported damage lets us keep the equipment up and running for all students. Your honesty is important to us! Failure to report damaged equipment will result in fines or disciplinary action.

To maintain the integrity of the facilities: **DO NOT REWIRE, REPROGRAM, INSTALL SOFTWARE or HARDWARE** on any workstation in studios or suites. Only Media Center staff will install software or hardware. Violators will be subject to fines, loss of privileges and/or notification of department Chair and Dean.

Equipment manuals can be found by visiting:
www.webster.edu.

Conclusion

Thank you for your patience and consideration of these policies and procedures. If all of us, students, faculty, and staff work together we can continue to maintain the quality and convenience of the Darkroom. If you have any questions or concerns do not hesitate to ask.