

PRINT MEDIA POLICY

The Print Media Studios are located in room 208, 216 & 218 of the Fine Arts building. Room 208 consists of Intaglio and Lithography, room 218 is Screen-printing and Photo-printmaking, and room 216 is Mounting, Critique and Student storage. Room 216 is a dry, clean room. Food, water, bottles of ink and glue is not permitted.

The Print Media facilities consist of equipment and studio space for students enrolled in print media courses paying the course fees. Students are expected to treat any equipment entrusted to them with the utmost responsibility and care. This policy extends to the equipment in labs to which students have access. Other than normally expected wear and tear, the student will be held responsible for any lost or damaged equipment. Students must be currently enrolled in a Print Media course with a validated ID card and proof of enrollment to use the studio, facilities, and studio keys at no cost.

*Students, faculty and staff not enrolled in Print Media classes may pay the Lab Fee minimum of \$40.00 to use the facilities based on project proposal, in addition to supplying their own materials. Note: in the summer, there is minimum technical support because graduate research assistants and undergraduate studio assistants are off duty in the semester. **We ask that each guest clear his or her supplies with Print Media faculty or the Research Assistant.** Access to use Print Media Studio is by appointment only, **scheduled during times of low student usage.** Those wishing to use the studio must schedule an orientation with Irene Chan (ichan@umbc.edu), Calvin Custen (custen@umbc.edu), or the Graduate Research Assistant prior to using the Print Media facilities. We ask that with work created in and if photographs are taken in the Prints studios be credited with "courtesy of" or "with thanks to the UMBC Visual Arts Dept. Print Media". You can only print fine art in the facilities. Commercial use (such as operating a business) is not allowed.*

All users of the studio are responsible for reading and understanding these policies as well as the Print Media Handbook. Users of the Print Media Facilities are responsible for proper care and cleanup of the space and equipment. Violators will not be permitted further use.

PRINT MEDIA CONTRACTUAL AGREEMENT

The undersigned agrees to follow the terms and conditions for the usage of facilities and supplies in the Print Media Studios at UMBC.

- 1. I agree to be completely responsible (for the safety and cost of repair/replacement/care) of/for any equipment or supplies within the Print Media Studios.*
- 2. I agree to return all equipment to its proper place in the condition in which I obtained it.*
- 3. I agree to pay, in full, the replacement cost should any equipment become damaged from my use.*
- 4. I have read all of the above Print Media Policies and Print Media Handbook.*
- 5. I recognize that this contract is not a substitution for, nor a summary of the Print Media Handbook.*

Please fill out completely in legible print:

I, _____, have read in full and understand the policies and procedures for the UMBC Print Media Studio and will comply in full with these policies.

Campus ID: _____

Local Address: _____

Phone Number: _____

Email Address: _____

Signature: _____ Date: _____