

CFA Photography Handbook

Carnegie Mellon University
CFA Photography
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1 General Information

1.1 B18 Equipment Office

The equipment office will be open and staffed during posted hours to process equipment loans, field general departmental inquiries, and support facility use. Staff may be available outside of these hours by scheduled appointments.

See our website, or schedules posted on the office door, for the current semester's office hours.

1.2 CFA Photography Staff

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Special Faculty and CFA Photography Administrator
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CFA Photography Lab Technician
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1.3 Fees

Lab fees for CFA Photography courses are charged per semester to each student to cover costs of provided materials, supplies, and general maintenance expenses. Independent users of CFA Photography facilities are charged based on the amount of access requested.

Course lab fees are refundable prior to mid-semester break. However, students are responsible for notifying CFA Photography staff of intent to withdraw from a class and eligibility for a refund. After mid-semester break, course lab fees will not be refunded. Independent use lab fees are not refundable.

Black and White I	\$90
Black and White II	\$90
Independent: Shooting Studio and Equipment	\$15
Independent: Darkroom and Equipment	\$40
Independent: Equipment Only	no charge
Other course fees posted per semester	

2 Facilities

The CFA Photography facilities are for use by students who are currently enrolled in a photography course at Carnegie Mellon University, or who have special permission to use the facilities. Such permission is granted on a case-by-case basis, and any member of the Carnegie Mellon University community may contact the facility administrator to request access.

Access to the darkroom and shooting studio are obtained by submitting the attached user agreement form, after which card access will be granted to the CMU ID listed. Users may be held liable for damage, loss, and theft to the facilities, and are expected to leave communal spaces in good condition; fees may be assessed to individuals if additional cleaning or maintenance is required to restore a workspace. If the condition of the area is unacceptable when you arrive to work, you should notify CFA Photography staff or restore the condition

of the area yourself to avoid being held responsible. Digital lab access is only available during posted times when a lab monitor is present.

2.1 Facility List

B10 Darkroom

General Description. The B10 darkroom consists of the following areas: the dry area, the film development area, the beginning darkroom, and the advanced darkroom.

The dry area includes the countertop directly across from the entrance to the darkroom, the lightbox, and two dry mount presses. This area is designated for film-viewing and dry print finishing. Wet objects should never be placed on any surfaces in this area. Coat hooks are provided along the wall near the dry area.

When you are finished working in the dry area, please take care to dispose of all paper scraps and remove all of your work to keep the space in good working condition.

The film development area includes two light-tight film loading rooms with sinks and counters, two large sinks, film development chemistry, chemical waste collection, print drying racks, and film drying cabinets. Tanks and reels are stored on the wire shelf above the sink, while graduates for measuring chemistry are stored below the sink.

Chemistry provided for film development is Kodak D-76 (developer), sodium thiosulfate (fixer), Heico Permawash (hypo clear), and Kodak Photo-Flo (anti-spotting rinse). Used fixer and hypo clear must be poured into the waste collection barrel; all other chemistry may be poured down the drain. Please take care to rinse out all graduates, tanks, and reels when you are finished developing film, and wipe up any chemistry spills if they occur.

The beginning darkroom is intended for use by students currently enrolled in Black and White I. It contains thirteen Beseler 45MX enlargers set up for 35mm printing; larger print formats are available to those who have been instructed on advanced use. Each enlarging station is outfitted with a timer, an easel, a focusing magnifier, a negative holder, and a set of contrast filters. Trays for print processing are kept under the sink.

The advanced darkroom is intended for use by students currently enrolled in Black and White II and independent users. Lenses for advanced enlargers are kept on the shelf above the light box in the dry area, and negative holders are kept in a cabinet next to the advanced darkroom sink. Larger easels and focusing magnifiers are provided at all enlarging stations. Trays for print processing are kept under the sink.

Chemistry provided for print development is Kodak Dektol (developer), sodium thiosulfate (fixer), and acetic acid (stop bath). Tongs provided are color-coded and labeled for use with specific chemistry. Used fixer must be poured into the waste collection barrel in the film processing area; all other chemistry may be poured down the drain. Wet items should not be brought to any enlarging station. Take care

to dry your hands before handling any equipment. All contrast filters should be kept clean and dry, handled carefully, and stored in the proper section of the box when not in use.

Lab Safety. The darkroom contains chemistry that can be hazardous to your health and handled with care. Food and drink must not be brought into the darkroom at any time. Gloves and tongs should be used to avoid prolonged direct skin contact. Photographic chemicals can cause birth defects; if you are pregnant, consult a physician before working in the darkroom.

An emergency eyewash station is located in both darkrooms, and a first aid kit is located on the shelf above the lightbox. Broken glass, damaged equipment, and chemical spills should be reported to the equipment office as soon as possible; campus police should be contacted for major emergencies. MSDS sheets for all darkroom chemicals can be found in a binder in the dry area.

B2 Digital Lab

General Description. The digital lab is a full self-service digital input, processing, and output facility. High-resolution scanners, photo editing software, and large format printers are available.

The scanners are a Hasselblad Flextight X1 vertical film scanner and an Epson Perfection V750 flatbed scanner. A variety of film holders are available for both units to allow input from 35mm film up to 4x5 sheet film; additionally, the flatbed scanner has a reflective mode that can scan prints, documents, and create photograms.

The printers are an Epson 9900 and an Epson P800. Stock papers available are Epson Premium Luster and Epson Enhanced Matte, in roll formats for the 9900 at 16", 24", and 44" lengths, and cut sheets for the P800 at 8.5"x11" and 13"x19". Other paper may be available by request. Print pricing is established as an estimate of combined paper and ink costs; see lab staff for current printing fees.

The computers are iMacs running Adobe CC, including Photoshop, In-Design, and Bridge. Select computers have installs of CS6 to allow for compatibility with editions that are available in other computer labs on campus. Please note that while the lab computers are connected to the campus network, they are not on AFS; access is granted by a generic username and password distributed to users rather than via andrewID. Personal file storage on lab machines is permitted, but there is no guarantee that files will remain intact long-term. Users are encouraged to store their work on their own devices and use the lab machines for proofing and editing.

Lab Use. Open lab hours are provided for students to complete work outside of class time. Members of the Carnegie Mellon University community who are not currently enrolled in a photography class may work during open lab hours, but priority is given to students. Food and drink are not permitted in the digital lab.

B14 Shooting Studio

General Description. The shooting studio is a dedicated portrait and model documentation room. It contains hot lights, strobe lights, and a number of backdrops and lighting modification accessories.

Light kits are available for in-house use. Continuous lighting units are recommended for beginner use due to their ease of setup. Lighting includes a large softbox and several smaller spot lights. A strobe light system provides finely adjustable power settings through Norman power supplies; a number of reflectors, grids, and gels are available to modify strobe light. The strobe kit is kept in the locked closet; keys are available to students currently enrolled in a studio photography course, or by special permission.

Lighting setups include 10' rolls of seamless black and white paper, a neutral grey muslin backdrop, black and white muslin backdrops on tracks, painted neutral grey walls, a copy stand for flat work, a small tabletop sweep for product shooting, and a rear illuminated product shooting table. Please take care to use seamless paper conservatively and protect reusable surfaces.

Studio accessories are available for in-house use, including a variety of lighting stands, stools, sandbags, wooden crates, and clamps. A large camera stand is available for using large format camera equipment, and a smaller tripod may be used for smaller cameras. A Canon 5D with 50mm and 100mm lenses is kept in the locked shooting studio closet, along with an iMac; they are set up for tethered shooting, and access is limited to students currently enrolled in a studio photography course, or by special permission.

Studio Use. Students currently enrolled in a CFA Photography course are granted access to the shooting studio. Additionally, the space is often used by students of the School of Design and the School of Architecture, along with occasional use by faculty and staff from other departments of the university. Individual access may be granted on a case-by-case basis. Due to the heavy demand on studio use, it is of utmost importance that the space be kept in good condition.

Users are requested to exercise common sense and courtesy to maintain the shooting studio. CFA Photography staff and faculty may spot-check the room throughout the day to perform repairs on equipment or address any issues that may come up, but after-hours care of the room is left entirely to the users. If the room is in disorder, users are encouraged to report the time, date, and condition as soon as possible to avoid being fined for another user's negligence. Any damaged equipment or depleted materials should be brought to the attention of CFA Photography staff as soon as possible.

3 Equipment

3.1 Borrowing Policies

Students who are currently enrolled in a CFA Photography course may borrow equipment for use in completing coursework. Equipment may be checked out for a period of two days, but if there is no hold on the item, extensions may be negotiated. Reservations on a specific item can be made up to two weeks in

advance; if reservations are not picked up by close of business on the indicated date, the reservation will be canceled to allow the equipment to be checked out to other users.

Equipment may not be borrowed on behalf of others; in order to preserve accountability and responsibility, the person who checks out an item is listed as possessing it. Unauthorized transfer of possession is forbidden, and repeat offenders may have their equipment access revoked.

3.2 General Care

Equipment should not be left unattended, in damp areas, under prolonged or extreme heat or cold, or otherwise harsh conditions. Users will be held responsible for damage or loss to equipment, and fines will be charged appropriately.

Users who have never operated a particular piece of equipment are encouraged to request a demonstration and instruction before borrowing it. Equipment that appears to be malfunctioning, unresponsive, jammed, or otherwise not performing as expected should be returned to the equipment office as soon as possible. In general, all parts should fit together and move smoothly; excessive force should never be used.

For a list of equipment available by loan, see our website, visit the equipment office in person, or email staff with inquiries.

4 Infractions

Fines shall be charged to users who violate CFA Photography policies or disrupt the communal use of shared resources. Official warnings will be delivered to users via email. Infraction fines will be charged directly to student accounts following email notification to the user.

Failure to clean up an area after use. One warning, \$20 fine subsequently.

Late equipment returns. One warning for the first day, \$10/day fine subsequently.

Giving unsupervised access to others. Immediate \$100 fine and revocation of all area and equipment access.

Damaged or lost equipment. Assessed on a case-by-case basis.

Significant abuse/disruption of facilities or equipment. Assessed on a case-by-case basis.