

# CFA Photography Handbook

Carnegie Mellon University  
CFA Photography  
<http://cfaphoto.cfa.cmu.edu>  
[cfaphoto@andrew.cmu.edu](mailto:cfaphoto@andrew.cmu.edu)  
(412) 268-4398

*rev. January 10, 2020*

## Contents

<b>1</b>	<b>General Information</b>	<b>2</b>
1.1	B18 Equipment Office . . . . .	2
1.2	CFA Photography Staff . . . . .	2
1.3	Fees . . . . .	2
<b>2</b>	<b>Facilities</b>	<b>2</b>
2.1	Facility List . . . . .	3
<b>3</b>	<b>Equipment</b>	<b>6</b>
3.1	Borrowing Policies . . . . .	6
3.2	General Care . . . . .	6
3.3	Equipment List . . . . .	6
<b>4</b>	<b>Infractions</b>	<b>8</b>

# 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

### **Jamie Gruzka**

Special Faculty and CFA Photography Administrator  
gruzska@andrew.cmu.edu

### **Vincent Zeng**

CFA Photography Quartermaster  
hdzeng@cmu.edu

## 1.3 Fees

Lab fees for CFA Photography courses are charged per semester to each student to help 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
Digital Photography I	\$100
Picturing Identity	\$100
Photographing America	\$100
Antiquarian Avant-Garde	\$200
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 the Quartermaster for current printing fees.

Print costs are deducted from lab fees charged for digital photography classes. In the event that a student's printing quota is exceeded, the remaining charges will be billed to the student's account at the end of the semester. Independent users will be billed for printing costs as they occur.

**The computers** are fourteen 21" iMacs running Adobe CC, including Photoshop, InDesign, 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. Smith-Victor hot lights provide continuous tungsten lighting, and are recommended for beginner use due to their ease of setup. One mounted soft box remains in the room on a wheeled stand, while several unmounted hot lights with 9" reflectors are stored in the cabinets against the back wall. 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 12' 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.

### 3.3 Equipment List

The following equipment is available for loan to all members of the Carnegie Mellon University community. Preference, however, is granted to those currently enrolled in a photography class, or under special permission by CFA Photography instructors. The best way to get information about current availability and equipment sign-out procedures is to visit the MM B18 Equipment Office during posted office hours.

#### **35mm Outfits**

Hasselblad XPan (24x65) 45mm or 90mm lens  
Minolta Maxxum 5 (35mm) 28-200mm lens  
Minolta X-700 (35mm) 50mm lens  
Beseler Topcon (35mm) 28mm, 50mm, or 135mm lens  
Nikon Nikkormat (35mm) 50mm lens  
Nikon F'1 (35mm) 50mm lens  
Nikon F'2 (35mm) 55mm macro lens  
Nikon F2 (35mm) 55mm macro lens  
Nikon FM2 (35mm) 50mm lens  
Nikon FM10 (35mm) 35-70mm lens  
Olympus OM-2N (35mm) 50mm lens  
Voigtlander Bessa R2 (35mm)  
Lomo Sprocket Rocket (35mm)

#### **35mm Accessories**

Nikon 28mm lens  
Minolta 50mm lens

**Medium Format Outfits**

Hasselblad 500 (6x6) 80mm lens  
 Hasselblad 501 #1 (6x6) 80mm lens  
 Hasselblad 501 #2 (6x6) 80mm lens  
 Hasselblad 503 (6x6) 80mm lens  
 Mamiya C330 (6x6) 80mm lens  
 Mamiya C330 (6x6) 55mm lens  
 Mamiya 645E (6x4.5) 80mm lens  
 Mamiya RB67 (6x7) 50mm lens  
 Mamiya RB67 (6x7) 65mm lens  
 Mamiya RB67 (6x7) 90mm lens  
 Mamiya RB67 (6x7) 127mm lens  
 Mamiya RB67 (6x7) 180mm lens  
 Pentax 6x7 (6x7) 105mm lens  
 Pentax 6x7 (6x7) 135mm lens  
 Omniscope (6x18) pinhole lens  
 Zero Image (6x9) pinhole lens  
 A variety of Holgas (6x6)  
 Diana F+ (6x6)

**Large Format Outfits**

Horseman 4x5 #1 (4x5) 150mm lens  
 Horseman 4x5 #2 (4x5) 150mm lens  
 Horseman 4x5 #3 (4x5) 150mm lens  
 Horseman 4x5 #4 (4x5) 150mm lens  
 Horseman 4x5 #5 (4x5) 210mm lens  
 Horseman 4x5 #6 (4x5) 210mm lens  
 Horseman 4x5 #7 (4x5) 210mm lens  
 Horseman 4x5 #8 (4x5) 210mm lens  
 Horseman 4x5 #9 (4x5) 210mm lens  
 Horseman 4x5 #10 (4x5) 210mm lens  
 Toyo 45AX #1 (4x5) 210mm lens  
 Toyo 45AX #2 (4x5) 190mm lens  
 Toyo 45AX #3 (4x5) 210mm lens  
 Leonardo (4x5)

**Digital Outfits    Digital Accessories**

Nikon D-300 #1    Card readers  
 Nikon D-300 #2    Extra Memory Cards  
 Nikon D-300 #3    Hotshoe Flashes  
 Nikon D600  
 Canon T3i #1  
 Canon T3i #2  
 Canon T5i #1  
 Canon 70D

**Miscellaneous Equipment**

Portable Flash Kits  
 Portable Continuous Lighting Kit  
 Film changing bags  
 A variety of tripods  
 A variety of lightmeters  
 A variety of cable releases  
 A variety of loupes

**Medium Format Accessories**

Hasselblad 60mm lens  
 Hasselblad 120mm lens  
 Hasselblad 180mm lens  
 Hasselblad automatic winder  
 Holga pinhole lens

**Large Format Accessories**

Horseman 65mm lens  
 Horseman 90mm lens  
 Toyo 150mm lens  
 Horseman bag bellows  
 Fuji Instant 4x5 back  
 A variety of 4x5 film holders

## 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.



# CFA Photography User Agreement

Spring 2020

Name: \_\_\_\_\_

andrewID: \_\_\_\_\_

ID Card: - - - - -

Major: \_\_\_\_\_ Year: 1 2 3 4 5 other

**Class:** *Please circle all that apply.*  
Black and White I—*Spradlin*      Black and White I—*Carroll*  
Black and White I—*Young*      Black and White II—*Gruzska*  
Digital Photography I—*Mantle*      Picturing Identity—*Shikeith*  
Photographing America—*Hsu*      Antiquarian Avant-Garde—*Blum*  
Independent Study—*Instructor:*

My signature below indicates that I have read and understand the CFA Photography Handbook and the policies outlined therein. Violation of these policies will result in fines and could lead to the revocation of my access and borrowing privileges. I also understand that I am financially responsible for the loss, theft, or damage of CFA Photography equipment that I have borrowed or is available to me via keycard access.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Use Only
Notes: _____ Fee: _____