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 and the campus community.

The goal of this booklet is to help you, the student, 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, Dave Angell, or Heidi Rudolph. The Darkroom is located in Sverdrup, Room 143 and the telephone number is 314-961-2660 x7532. If the darkroom line is busy or they do not pick up after the first four rings, your call will be bounced down to the Media Center. Dave and Heidi’s desk is located in the Media Center, SV128.
When you first enter the Darkroom, immediately to your left is the print finishing room and equipment room respectively. On the wall to your right, when you first walk in, is the lab schedule tacked up to the bulletin board. This schedule will tell you the days and times instructors have the facilities reserved for their classes. This is a good resource to check before you come in to print or process film. We also have a black bulletin board in the front finishing room (immediately to your left upon entering the darkroom) that lists our hours of operation as well as other information.

**HOW TO CHECK OUT EQUIPMENT**

The equipment room is where you will go to check out lab equipment as well as field equipment. Our friendly and helpful staff will be glad to assist you with this process.

**DARKROOM EQUIPMENT**

Your instructor will give you two media cards for equipment checkout. The first card given to you by your instructor will be for the darkroom. You will use this card to check out equipment for printing, film processing, and matting/finishing your prints. These items are for use in the darkroom **ONLY**! Under no circumstances should these items be taken outside of the building or off campus.

In front of the door to the equipment room on the right hand side is a stack of check out sheets. Fill out the checkout sheet and give it to the lab assistant. The lab assistant will then give you the proper equipment for the lab you will be working in.

**FIELD EQUIPMENT**

The second media card is for field equipment. You can use this card to check out a Nikon FM10 35mm camera and a tripod.

To check out the equipment, you will hand your media card to the work-study on duty. They will give you the proper checkout sheet and have you fill out the top portion. The work-study will then complete the paperwork and give you a receipt. Please keep this receipt for your records. Once you receive the equipment, it is your responsibility to check it to make sure it is in proper working order before you leave.

Cameras and tripods may be checked out for a period of up to 48 hours. You also may be granted a one-time 24 hour extension if you call or come in at least 2 hours before the equipment is due and it **is NOT reserved** by any other student or class. Students returning equipment after the specified date and time will be subject to late fines. If the item is late a 24 hour extension will **NOT** be granted. Please see DARKROOM FINES FOR VIOLATIONS at the end of this handout for more information.

When you return your equipment, please make sure to return it in the same condition it was given to you: clean, working, and with all its proper parts and accessories. Please
make sure that the camera has its lens cap 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 then may freely move the film advance lever with out damaging the camera.

If you experienced problems with your equipment, please report the problem to a work-study or staff member. They will have you fill out a trouble report. When filling out this report, please be as specific as possible. An explanation of, “It’s broke,” doesn’t really help us. Details will ensure that the equipment is fixed and put back into service as quickly as possible. Damage that is not reported at the time of check-in will be subject to fines.

**RESERVATIONS**

All field equipment can be reserved in the books located on the counter to the right of the equipment room door. If you are going to need field equipment for a specific day or time, please be conscientious and reserve the equipment ahead of time. We cannot guarantee the equipment will always be available for walk-ins. So check the books first!

Only one reservation may be made at a time for the same type of equipment. For example, you may only have one 35mm camera reservation at a time. You may not make another reservation until you have used the first reservation. Reserved equipment that is not picked up within one half hour after scheduled reservation time will be considered unwanted and will be re-reserved to the next person requesting.

**WORKING IN THE LAB**

When you come in to use our facilities, please keep in mind several items you will need that the darkroom does not provide. Please bring your own medium to large cloth towel. You will need it to dry off processing equipment and keep your hands dry while working the labs. The darkroom does not provide towels. Use of paper towels is aggressively discouraged. In addition you will need to bring your own negative cleaning solution, anti-static cloth, canned air, and burning/dodging tools.

**FILM PROCESSING ROOM**

After the front room, down the hall on your left hand side is the film processing room. In this room, you can do all of your black and white film processing and toning. There are measuring graduates located on the top of the sink for chemistry. There are four complete kits of graduates, so up to four people can be working at a time. When processing your film or toning, please remember to clean out the graduates/trays after you use them. Additionally, after you finish using fixer, please remember to dump the used
fixer into the plastic container at the end of the sink, so that it may be processed through silver recovery before disposal.

When you are finished using your tank(s) and reel(s) please remember to dry them thoroughly. Your media card will not be returned to you otherwise.

**BASIC DARKROOM**

Down the hall from the film processing room on your left hand side is the Basic Darkroom. Photo 1 students will do their printing in the basic darkroom. There are nine print stations available. In the sink are the trays of chemistry. From left to right, you have your developer, stop bath, two baths of fixer, and a holding bath. Students do not have to worry about mixing chemistry. Darkroom work-study and staff member will mix all the chemicals. If you notice that the chemistry is exhausted, please let a work-study or staff member know so that we may change the chemicals.

When you are printing in the basic darkroom, please be aware of where you take your tray. When you are inside the darkroom, we refer to the “wet side” and the “dry side” of the darkroom. The “wet side” refers to the matted area in front of the sink. The “dry side” is the back half of the darkroom where the enlargers are. Trays should be kept on the “wet side” of the darkroom. We ask that you keep trays over the mat because we would like to minimize the possibility of people slipping and falling. Also, when you are outside of the darkroom, please keep your trays off the table with the light table and air compressor. Many times people set their negatives on this table and this could result in the damage of your fellow student’s work.

**ADVANCED DARKROOM**

The Advanced Darkroom is where Photo 2 and advanced students will print. For this darkroom you will need to check out your items individually, rather than just asking for a bucket for Photo 1. The enlargers in the Advanced Darkroom are different than the enlargers in Basic. Instead of dialing the filter into the enlarger head, you must check out filters from the equipment room. You may print negatives sized from 35mm up to 4x5.

The chemistry in this darkroom works the same as in the Basic. If it needs to be changed, just let us know.

**PRINT WASHING / FINISHING ROOM**

In this room, we have both RC and fiber paper washers. There is one RC washer and two fiber washers. When you place your prints in the wash, please remember to put your trays back in their proper darkroom. Trays should never be left in the washroom.
When drying your prints, please keep in mind that you should NEVER place fiber prints in the RC paper dryer; it is for drying RC paper ONLY! The same rule applies for RC prints. They should never be left on the fiber rack to dry.

Please be courteous when washing and drying your prints. Make sure you take your prints out of the wash in a timely manner. Someone else could be waiting to wash after you. The same goes for placing your prints into the RC dryer and on the fiber drying rack. If your prints are not picked up the same-day for RC and within one week for fiber, they will be placed in the dead print box. However, please be aware that “dead” prints will be disposed of without notice, so please collect your work in a timely manner.

IN REVIEW—GENERAL PROCEDURES:

1) Students must have a media card to access the Darkroom’s equipment, studios, or labs. If you lose your card a new one must be acquired; student ID’s, driver license, etc. WILL NOT BE ACCEPTABLE. A student ID will only get you university loan equipment from the Media Center. Students will be charged a fee of $5.00 to replace lost media cards.

2) Students may not have more than 1 reservation for any one item.

3) Reserved equipment that is not picked up within one half hour after scheduled reservation time will be considered unwanted and will be re-reserved to the next person requesting.

4) The checkout time on 35mm cameras and tripods is 48 hours. Anyone keeping equipment past its due date is subject to fines. A one-time extension may be granted for an additional 24 hours, if the equipment is not reserved by someone else. You must come in or call AT LEAST TWO HOURS in advance to make such arrangements. If the time requested is open the extension will be granted. If your equipment is already late, under NO circumstances will you be granted an extension!

5) Mounting and Matting equipment is not allowed to be checked out overnight.

6) All equipment returned must be complete. Please inspect the equipment when you check it out and before returning it. Check for lens caps and other small items. If one item is missing, the whole kit is considered late and late fines will be assessed. Please notify staff or work-study of any broken equipment or missing items AS SOON AS POSSIBLE.

7) NO Hot Swapping. All equipment must be returned before it can be checked out to another student. Field transfers are forbidden.

8) 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!
9) Please store your personal belongings on the hooks provided in the darkroom hallway, or underneath the enlarger you are using.

10) Lockers are available for all photo students. See a staff member to reserve a locker. Lockers are available on a first come, first served basis.

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.
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>
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<tr>
<th>Equipment</th>
<th>$100.00 or under that is damaged: Payment will be total cost for replacement or repair of equipment.</th>
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<td>Equipment that is damaged, (high dollar equipment) 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 sent to;

   Gregory Little
   Director, Media Center, SVER 128
   470 E. Lockwood
   St.Louis, Mo. 63119

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