



SAN DIEGO CITY COLLEGE
PHOTOGRAPHY
PROGRAM

Rules, Guidelines, & Protocols

 Equipment Check Out:	Page 3
 Computer Labs:	Page 9
 Studio Use:	Page 13
 Darkroom/Film Developing	Page 21



This document is for students enrolled in the Photo Program at San Diego City College. It contains rules and guidelines for using the facilities and equipment in the photo areas of floors 4 and 5 of the CTC building.

Students will be held accountable for these rules, so read them carefully and if there is something you do not understand, please ask an instructor. When in doubt... ASK!

PHOTO EQUIPMENT CHECKOUT

RULES, GUIDELINES, AND PROTOCOLS

San Diego City College Photo Program

The San Diego City College Photo Program will provide specified photo equipment to students currently enrolled in our photo program under the following terms and conditions. Please be aware that being able to check out this equipment is a privilege earned through hard work, good grades, and careful use of the equipment... it is not a right and it is not an entitlement.

Requirements for Check-Out Privileges

In order to be eligible to check out equipment from the Photo Program the student must...

- ❑ Be currently enrolled in a course in the Photo Program that requires shooting assignments.
- ❑ Have a current CSID issued by SDCCD.
- ❑ Have a GPA of at least 2.5 (“C”) in your photo courses except for 35mm and DSLR checkout for Photo 100 and Photo 143 Students.
- ❑ Must not have a history of abusing the equipment or returning it after it is due.
- ❑ Be checked off as able to properly use the equipment desired by an instructor in the Photo Program.

The lab tech or instructor checking out the equipment must verify that all of the above conditions are met before checking out any equipment to a student.

GPA Requirement

Checking out our equipment is a privilege not a right. Students who are not passing the classes with a mid-level “C” have not demonstrated an ability or commitment to properly understand or use the equipment safely or properly.

For incoming students it is the student responsibility to provide a transcript to show that they have achieved the proper grade point before they will be checked off for equipment check-out.

Loan Out or Rental?

Depending on the specified piece of equipment, it might be provided free of charge (except for any late return fees as noted below) or there might be a fee for its use based on the maintenance and supplies costs associated with its use. Some fees are based on a flat rate and others are based on the duration of rental.

For example, some DSLR basic Kits (Body and standard lens) may be rented for the semester as shown below:

- ☞ Nikon D100: \$100 Deposit. \$50 refunded when returned in same condition (net \$50.00 per semester)
- ☞ Nikon D50 or Canon Rebel XT: \$150 Deposit. \$75 refunded when returned in same condition (net \$75.00 per semester)
- ☞ Canon Rebel Xsi: \$200 Deposit. \$100 refunded when returned in same condition (net \$100 per semester)
- ☞ Note: For comparison similar cameras rent locally for around \$50.00 to \$75.00 PER DAY!

Additionally some lighting kits will have a fee for their use to cover the cost of maintenance and bulb replacement.

All fees collected will go to the Photo Foundation to be applied to equipment maintenance costs.

At the end of this section is a table indicating the fees associated with equipment available for check out to students currently enrolled in the photo program and in classes that require the equipment for projects.

Duration of Check Out

A lab tech can provide you with specifics. The duration of check out has been established based on the number of items we have available relative to the historical need for them. Often there is a greater need than we have items to provide so check out is for a short period of time to allow more students to use them.

On some very specific case-by-case instances an exception is made when a class needs to have students check out a specified piece of equipment for longer than normal or even for the duration of the course. Those are exceptions made for specific needs and not the normal procedure. Unless you are enrolled in such a class and your instructor has required this, please do not ask: the lab tech will have no option but to turn you down.

Normally however, equipment will only be available to check out for overnight or in some cases 2-day or weekend check out.

Also be sure to check carefully and remove any personal items from gear bags or cases before you return the item.

Late Returns

Whether the equipment is for rental or free checkout, you will be charged a fee for every day the equipment is late in being returned past the due date. **There are no exceptions to this.** If the equipment goes beyond a certain time, usually one week late, then your check-out privileges will be suspended, the instructor will be notified and your grade will be reduced or even suspended if it goes on too long.

See the “Non Returns” Section below.

Broken or Damaged Equipment

If a piece of equipment you have checked out is damaged or broken while checked out to you, you are responsible for it and you will be expected to pay to have it replaced or put back into the same condition it was when checked out to you. Failure to do this will result in a loss of equipment check-out privileges and can also result in withheld grades by the district. It can also lead to legal issues if the damage or loss was apparently caused by negligence or abuse.

It is YOUR responsibility to return the equipment in the condition it was in when checked out to you. The lab techs will verify it is in good condition and note any issues during checkout. We suggest that before you leave the area you take the time to look it over and if you find something the lab tech missed alert them immediately. Once you have left the area then the noted condition will rule.

Before your ID card or any deposit will be returned the lab techs will verify that incoming equipment is in the same condition as when it was checked out and notify you as to any issues they find. Don't try to slip something by them by just leaving it at the counter and going away before they have had a chance to look it over.

The equipment will be tested and inspected before it is checked out again and it is a simple matter to see who last used it if there is a problem. If you know of a problem let us know. There is a premium for honesty but a cost for trying to sneak some issue past us.

Bottom Line: If You Break It, You Bought It

Non>Returns

Equipment that is late and not returned after requests for its return and within a reasonable period of time will be deemed to be stolen. An incident report will be made and turned over to the Police. **Remember, most of our check-out equipment is sufficiently costly to make this a Felony level complaint which has serious consequences.**

Our program depends on this equipment so we will take this very seriously. So should you.

Professional Use

We are not in the business of camera and photo equipment rental; we are providing this only as a resource and service to our students specifically and exclusively for the completion of photo assignments in our classes. The use of our equipment for professional work (work where you are being paid to provide photographic services) is strictly forbidden and your equipment checkout privileges will be revoked should such use come to our attention.

There are several camera stores in the region who rent equipment for professional purposes. Generally you will be required to leave a deposit equal to the sales price to guarantee that you will return it (or pay for it if you do not).

You should start early to create a rapport and relationship with those resources. And if you become a member of one of the major professional organizations (ASMP, APA, PSA, etc., you can obtain production insurance which is often accepted by rental houses in lieu of a deposit.

Bottom line: if you are going to hold yourself out as a professional then you have to act and conduct business like one.

Exceptions

In the past sometimes exceptions to the rules have been made by an instructor or lab tech who was well meaning but in error. We are working on a computerized check-out system and when it is in place (it may be by the time you read this) it will not allow the lab tech to check out a piece of equipment unless it is properly done and it will start the clock on return dates, etc. Only lead faculty can create an exception and since they are the ones to institute these rules, it is highly unlikely they will approve it.

So plan your needs and live within the system and the rules. We have provided some extremely good equipment for you to use for your assignments so please, respect it, treat it with care, and use it within the rules.

Lockers

YESSSS!!! We have lockers available for students to rent for a semester. We have almost 400 of them in three sizes available on a first come, first served basis in room V409. You can reserve them at the check-out window on the 5th floor.

These are school property and therefore you should not think of it as truly private. At the request of school officials or law enforcement or if you have forgotten last month's lunch, we will open it.

Consequently you must use our lock. We will cut off any non-school lock. There is a lock deposit which is refundable when, at the end of the semester you return the lock.

Rental fees per semester for the lockers are as follows:

- ☞ Small Lockers: \$5.00 deposit. \$5.00 refund when lock is returned: net FREE
- ☞ Medium Lockers: \$10.00 deposit. \$5.00 refund when lock is returned: net \$5.00
- ☞ Large Lockers: \$15.00 deposit. \$5.00 refund when lock is returned: net \$10.00

Continuing students may arrange with the Lab Manager to keep the same locker over a break but the lock fee will still need to be paid per semester.

General

This is a new facility with lots of brand new equipment. You are now in one of the best (perhaps THE best) photo educational facilities around. But this was a one time miracle happening and there is no reserve waiting in the wings to replace anything broken or lost.

We have done our best to design and provide you with the quality space and quality equipment to complement the program. We ask, in return, that you respect the space and equipment and treat it with care so other students can enjoy it too.

Remember!

YOU BREAK IT, YOU BOUGHT IT!

Items available (as of Summer 2010) to check out.

NOTE: NO Checkouts After 9 pm. No Exceptions. Plan Ahead!

Item Type	Item Descrip	Student Level	Duration	Notes
Camera, Small Film	35mm kit	100	2 days	Misc Brands
Camera Small DSLR	Canon Rebel w/ kit lens	100	2 days	
Camera Med Frmt	Mamiya, Bronica, 'Blad	135+	2 days	Blad/RZ Studio Only
Camera Lrg Frmt	4x5 View	200	2 days	
Camera Lrg Frmt	5x7 Technical Camera	200	2 Days	
Camera Lrg Frmt	8x10 Field Camera	200	2 days	
Rental DSLR kits	Various Brands (See Pg 4)	For 143 class only	Semester	See Note #1
Tripod, Normal		100	2 days	
Tripod Heavy Duty	Issued with lg fmt cameras	200	2 days	
Light Meter	Spot, Flash, incident	100	2 days	
Light Meter, Flash	For use in Studio	200		In Studio use Only
Radio Trigger		200		In Studio Use Only
Safe Synch		200		In Studio Use Only
Lenses, SLR/DSLR	Wide angle and tele	135 and above	2 days	
Lenses, MF	Wide Angle and tele	135 and above	2 days	
Lenses, LF	With boards for our camera	240 and above	2 days	
Speedlight, Portable	Vivitar 285 (GN 120)	135/143+	2 days	
Lights, location kits	Photogenic, Calumet	200	Rent 3 day	See Note #2
Lights, Power Pack	Norman, Speedotron	200		In Studio Use Only
Lights, Heads	Norman, Speedotron	200		In Studio Use Only
Lights Cold	Kino	200		In Studio Use Only
Lights, Hot	Lowell, Smith-Victor	200 (Note #3)		In Studio Use Only
Indiv Light Modifiers				
Soft Box		200		In Studio Use Only
Umbrella		200		In Studio Use Only
Grid/Honeycombs		200		In Studio Use Only
Light Stands HD	"C" Stands			In Studio Use Only
Light Stands Med	Folding Stands	200	3 Days	
Lockers	Located In Rm V409	All	Semester	Rental varies, pg 7

Note 1: Please refer to the section "Loan Out or Rental" on Page 4 for specific costs of specific items. DSLR "kits" include body, battery, charger, and basic zoom lens. You will need to supply your own memory card.

Note 2: Location Light Kits are rented for up to 3 Days at \$10.00 per day. If the lights are being checked out for a mandatory location assignment, then the first day of checkout is free.

Note 3: With instructor permission this item can be checked out for in-studio use for specific assignments requiring their use.

COMPUTER LABS

RULES, GUIDELINES, AND PROTOCOLS

San Diego City College Photography Program

The Photo Program at City College has three computer-based classroom/labs for use by students enrolled in the Photo Program to work on, complete, and often submit project assignments. They are available for registered students under two conditions...

- ☒ Periods of a regular course designated as “Lab Time”
- ☒ For Directed Lab Studies Courses in Digital Photography

Here are the guidelines and rules governing their use.

Allowable Uses

These computers are here for a single purpose: providing a machine and software with which students in San Diego City College’s Photo Program can complete their project assignments and also submit them to the online LMS (Learning Management System) in use by the District. In line with that, they are also used for research into photographers, photo collections, photo equipment, photo-technical information and other photo related topics to aid in preparing essays, reports, other written assignments, and determining proper procedures for both wet darkroom and digital processes.

They are not put here for playing games, social networking, emailing, or anything that allows for the downloading of files, especially those which might contain a virus or other malware. (More on that below.)

Strictly prohibited is the use of our computers for any illegal activity or any activity inappropriate in a public institution such as viewing (much less posting) pornography.

Also prohibited is the use of the computer for ANY purpose

during a lecture class when the professor is lecturing. Such an activity is rude, disrespectful, insulting, and will not be tolerated. The individual instructor, at their discretion may simply lock your computer out of the system or may decide, since the activity is so like that of immature grade schoolers passing notes in class, to do the digital equivalent of reading them to the class by simply grabbing the display from your monitor and putting it up on the screen for all to read.

Continuing to abuse this will result in a loss of computer privileges.

Remember, they are for CLASS use. If you are not in a class using them, then they are not for your use unless the instructor of the class allows it. And the digital labs are not to be used if no instructor is around. These are not public use computers. There are computers available for general use in other areas of the campus.

Privacy

There is none. Get used to it. These are public use computers under the jurisdiction of SDCCD and the Photo Program and to maintain the machines as well as to secure the contents and make sure we are in compliance with all rules and regulations we can and will examine them and their contents on a periodic basis. This is the same policy as exists in virtually every business that provides computers for company workers.

If we discover a prohibited use and trace it back to you then your computer privileges will be lost for that semester. This is a zero tolerance policy because it can cost us our whole district site license as well as high fines at a time when money is extraordinarily tight anyway.

In fact, in a course setting the instructor who notices you playing on the computer when he or she is trying to lecture may simply take away your computer privileges entirely.

Downloading Files

Do Not Download ANYTHING onto the school's computers. First of all it is a waste of time for you to try since student level security will not allow it. Even instructors cannot download files without clearance because of the serious risk of viruses being turned loose on the school system and network and the issues of copyright and application piracy that can result in huge fines for the school and the offender.

We are trying to provide the applications absolutely needed to complete the photo project assignments. Sometimes we also provide trial versions for you to use. There should not be a reason for you to download anything to the school computers.

Using Portable USB Drives

The most common way students transfer their work files from one computer to another (such as working here, taking a file home to work on, then bringing it back) is with the use of portable/external USB drives and sometimes CDs.

Unfortunately, the most common method of propagation for viruses and malware is via these ubiquitous little drives. Whenever you run your own virus checking software, be sure to include your USB drives in the process. Be especially wary of the drives that have a self running auto install or any other executable (.exe) files on them.

CDs too can have corrupted files copied to them and will happily convey them to the next computer in which they are placed.

Urban legend (and some salesmen) would have you believe that Macs are not subject to viruses and so we should not have to worry now that all of our computers are Macs. But that legend is entirely false. Macs got FEWER viruses because their user base was so small that hackers and computer vandals did not bother writing their childishly destructive applications for them.

But the growing Mac user base and, perhaps as importantly, the Mac community bragging they were immune to viruses, is starting to change that situation. Hackers took that as a challenge. Now even the user guides for Macs state clearly the used needs to install and use virus checking software on a constant basis.

Bottom line. Viruses can be written for Macs just as they are for PCs. That was ALWAYS true but it is even more an issue now with the Intel Chips since some old workhorse viruses can be easily modified to work.

“Tweaking” the Computers

We provide computers as a service and resource to our students in the same way we provide studios and a darkroom with enlargers. But none of that is cheap and is even more an economic issue when the State and the District is having financial problems. The equipment here in our new building was purchased with one-time Bond money and now that is spent and we are back on the normal “Master Plan” budgets, the result is that there is virtually no money for replacements.

We set them up to best serve our educational purposes among which is to structure the system so that it is at its most reliable even if that does NOT mean it is at its peak performance level. There is often a conflict between high performance and high reliability and we will always err, if it is an error, on the side of reliability.

We are painfully aware serious computer geeks could override our security and tweak a computer to perform better. It has happened. And the result has ALWAYS been a computer that failed and had to be taken out of service which was a real hit to the other students who needed them. We are probably aware ourselves of ways to increase performance but will not do it if there is any risk of compromising reliability.

So even if you see yourself as God's own gift to the computer world and are supremely confident you can improve the system on your own... don't do it. At best you will have one computer out of synch with the others and at worst will kill that machine or perhaps the network or server trying to control it.

Save your skills and expertise for your home computer. If you have any suggestions for us to improve things then pass those along and we will consider them. We work closely with Apple Technical support and have followed their lead carefully to try to set these up. We will gladly run any suggestions by them but in the end will be guided by their input.

Abuse of Privileges

The use of our computers, even if you are in a Digital Photography class or digital lab class, is a privilege. It is no different than having the darkroom available for a film class or the studio available for a lighting class: it is a privilege and not a right.

We have tried to establish systems and guidelines that will result in the greatest reliability and maximum educational results for the greatest number of student users. If you abuse those rules and guidelines, your computer use privileges will be withdrawn and you will have to accomplish your computer based tasks to complete assignments on your own.

The computers were purchased and made available to be used... but not to be abused.

Food and Drinks

All of the classrooms and computer labs are now carpeted and the new building has overtaxed the existing custodial services on campus so cleanup is a major issue. In addition, computers and keyboards have not responded well to liquids or greasy fingers. So in this new facility, no drinks or food are allowed in the classrooms or computer labs.

You can store your water bottles or thermos bottles and food containers in your locker and then consume them during breaks.

PHOTO STUDIO

RULES, GUIDELINES, AND PROTOCOLS

San Diego City College Photography Program

We have three main studios, each one of which can be sub-divided by drawing the curtain to create two shooting smaller spaces as needed to accommodate students or when the large room is not needed. The studios are for use under the following conditions and situations:

- ☞ Students in one of the “Studio” based classes such as Lighting, Portraiture, Fashion, Advertising, etc.
- ☞ Students in an Independent Studies class based on or around studio use,
- ☞ For the purpose of producing your assigned projects.

However, even if in a class, you will be responsible for learning, knowing, and practicing the rules in this document and will be required to pay for any damage created when not following them... in addition to losing your studio privileges.

You will also be responsible for the cleanliness of the rooms when you leave and for any damage to the equipment beyond simple wear and tear such as bulbs burning out. Following are special rules regarding the use of the shooting studios and their equipment.

BACKGROUNDS

Cyclorama Walls. Each of these shooting spaces has at least one cyclorama “infinity” or “seamless” wall built into it. One of them has a two wall “cyc” (pronounced “sike” as in “bike”). These walls, just like seamless paper backdrops, are to create the illusion of an infinite space. They are not however designed to have any weight put on them and especially not weight concentrated in a small area such as a foot or leg of ladder, chair, table, or light stand. The edges where they blend into the floor are *very* fragile so do not walk on them or put heavy objects on them. And because it required special construction to build them, if you damage them you will discover they are VERY expensive to repair.

When the walls and floors are allowed to get dirty they need to be repainted not cleaned with a wet towel or mop so please be careful with them.

Seamless Paper. Each shooting space will also have a mount holding rolls of seamless backdrop paper including, in at least one studio, green-screen colors.

Use only as much of the backdrop as needed for your shot. If all you are doing is a partial figure portrait or a tabletop product you do not need to pull the backdrops down below the picture frame. Do not pull the backdrop down onto the floor or lay it over a small table or apple box and wrinkle it, or get it dirty without purpose. Except for full figure fashion or portraits where the cyclorama walls will not suffice due to color, there is *rarely* a reason to pull the backdrop out onto the floor. When in doubt ask.

Do NOT walk on the backdrops (either paper or cyc) with street shoes or dirty feet. If you are doing full figure work and need to use the infinity wall or bring the seamless backdrop out under the subject, do not walk on it with your street shoes or with dirty feet!

Remove your shoes when on the backdrop or painted floor. You and the model can walk on the paper or floor in your CLEAN bare or stocking feet and then, when in position, the model can be handed their shoes, with soles wiped off and clean, for the shot itself. Take a barely damp towel and wipe off footprints. Bring a towel to the shoot to wipe off feet when you have strayed back onto the main floor. The floor is filthy! **Anytime you step off the backdrop onto the floor you will need to re-wipe your feet!** If you dirty the backdrop paper by walking on it with dirty shoes, socks, or feet, you will be charged for its usage!

The Floor. The floor has been painted to match the color of the seamless walls. It has used a special paint but because it is painted over a sealed concrete floor it is not all that durable. We have been advised that we should not try to wet mop it when dirty but, like the walls, to repaint it. It takes at least a day for the paint to dry and that closes down the area for use. If you dirty the painted floor you will be required to pay to have it repainted.

LIGHTING EQUIPMENT

ELECTRONIC FLASH

Main Lights (Electronic Flash). All of the shooting spaces are equipped with Photogenic™ mono-lights mounted on pull down scissor mounts hanging from lighting grids. These lights can be placed nearly anywhere and at nearly any height in the shooting space. They are fired by radio triggers (Pocket Wizard™) transmitters which you can check out when you check out the studio.

Please ask for help when changing light modifiers such as umbrellas or softboxes. They are not difficult but sometimes are very unwieldy for one person to handle and unless you wish to buy a broken light modifier, wait until you can do it safely and properly.

In addition to the grid mounted mono-lights we also have other lighting available for you to complete your projects. These are all lights that will require you to mount the light heads on stands and deal with cords on the floors and power issues as well as simply having light stands in the way. But sometimes it is necessary.

Power Pack Lights. We have both Norman and Speedotron Power Pack Lights. These are also electronic flash units. However they are designed to have all instruments (the light heads) connected by an umbilical into a central power pack. They can be triggered by optical slave from the main grid lights or can be the main source when triggered directly from the camera. Some of them have built in Pocket Wizard receivers. As with everything in the studio, you will not be able to check out or use these until you have been certified as checked out on them by an instructor.

ELECTRONIC FLASH RULES

Because we now have six shooting spaces, we have set some of them up to better solve specific shooting needs while some others are totally flexible.

Do NOT switch heads and booms around. If a light stand with a boom and light head are in the studio, don't remove them or change the balance without checking with an instructor or lab tech. You can use the adjustments to modify the angle, height and aim point (see below) but that is all.

Do NOT remove Softboxes without lab-tech or instructor assistance. Too much damage has been done by improperly removing or affixing the softboxes to the heads. So now we have to insist you do not attempt to do this without supervision. In addition to damage to the mounting frame, removing the weight from that end of the boom will overbalance it and can cause it to fall over damaging the head and possibly anyone standing near by.

Do NOT try to aim lamp heads by simply twisting the head itself. Loosen the stand adapter or swivel setscrew, adjust, then retighten. The adapters are composite plastics attached with metal screws. It is easy to strip out or break the plastic parts by twisting the head itself without loosening the proper setscrews. There are separate set screws and articulation points for swiveling the head and for tilting the head. Use one or both as appropriate.

If you are using pack lights, TURN POWER PACKS OFF and fire strobes using test button before plugging and unplugging lamp heads. (Some brands/models will fire the flash automatically when turned off to drain the capacitor, but if they do not then be sure and do it yourself. If you have delayed and it does not fire it is because the

capacitor has drained and is OK.) It is possible to inadvertently ground yourself so that the full capacitor charge is released into your body when plugging or unplugging a lamp head. This has seriously injured and even killed photographers in the past. So pay very close attention to the next rule...

Unplug Strobe heads from the power pack ONLY by grabbing the connector housings (the collets) and NOT by pulling on the cord. Pulling the cord pulls wiring loose from internal connections and creates a potentially very dangerous situation.

When using lights on stands, tie down the cords to the bottom of the light stand so you do not pull the light stand over if you trip on a cord.

Properly coil power cords and the lamphead's umbilical cords. Learn to properly coil power cords to avoid kinks and then hang them on the stands using the string or twine hangers. Do NOT EVER use anything other than a coil and do not kink or wad up any power cord.

If you do not have a radio trigger available, use a “Safe Synch” adapter with any digital or new electronic camera. Some of the Power packs have about 120 volts in the triggering circuit. Many modern electronic cameras can be fried with a trigger voltage of over 6 volts (Olympus, Sony) or 12 volts. This has no effect on older mechanical cameras, but can instantly fry new ones. To protect your camera use a “Safe Synch” hotshoe adapter, a radio trigger, or use the camera's flash to trigger the remote slave sensor on the power packs.

Yes, yes, we know that both Canon and Nikon now claim their cameras can handle up to 250V in the triggering circuit (even though *none* of their approved speedlights has more than 12). But we are hereby cautioning you against risking your (or our) equipment this way. So if you do it anyway you will be responsible for any damage that results.

CONTINUOUS LIGHT INSTRUMENTS

Hot Lights. These continuous light sources are necessary for shooting video and some photographers prefer them for shooting some types of products. They use a tungsten halogen bulb with a color temperature rated at 3,200 Kelvin (Tungsten). Remember, **Hot Lights are Hot.** Hot lights are well named — after running for a few minutes they can get hot enough to lift skin. Be *very* careful with them. Grabbing one to adjust it after it has been on for a few minutes will be a non-habit forming mistake of painful proportions. Handle them only by the appropriate handle or shield or with gloves and allow them to cool down before putting them away or putting anything that might melt next to or on them. **Do not use more than 1,500 watts of light in any one wall outlet.**

Cold Lights. So-called “Cold lights” are not really cold but are much, much cooler than hot lights. They are a continuous light source usually color temperature rated at 5,600

Kelvin (Daylight) but can also be purchased with tungsten rated lights. They are also popular for video shooting when the distances are not great. Cold Lights are usually either fluorescent or LED sources.

NOTE: Hot and cold light instruments can be very harsh so are usually used with light modifiers. If you are using the hot lights, be SURE to only attach umbrellas or softboxes designed for the heat. Such modifiers designed for electronic flash or cold lights can burn when used with hot lights.

DRESSING ROOMS and KITCHEN

Dressing Rooms

Two of the studios have attached dressing rooms. You will be responsible for the cleanliness and use of the rooms during your shooting session. Give yourself plenty of time to make sure you clean not only the studio but also the dressing room and impress on your models the need to not be messy in these rooms.

Studio Kitchen

One of the studio areas also has an available kitchen for doing food shoots when and if assigned. This will only be checked out for assignment completion or under the direction of the instructor. Here are the rules for its use.

- ☞ There are state and city rules dealing with food prep in a public place so before you can use this for a shoot you will need to be checked out by an instructor and will be responsible for following all of the rules.
- ☞ As a separate room, the kitchen needs to be reserved just as a studio does.
- ☞ The kitchen contains a small refrigerator. This is NOT to be used for the general storage of food nor is the kitchen here to prep student's meals, but ONLY for preparation for food for assigned and portfolio studio projects.
- ☞ As with the dressing rooms, you will be responsible for cleaning it and returning it to its check-out state.

If we need to bring in a cleaning crew for the dressing rooms or kitchen (or shooting spaces) then you will be charged for it. Failure to pay will result in a grade being withheld and/or loss of studio privileges.

OUTDOOR SHOOTING SPACE

Our Facility also contains an outdoor shooting space where we can demo and shoot techniques involving flash fill, matching studio lighting with outdoor lighting, and the use of natural lighting modifiers such as skrimms, diffusers, reflectors, etc. Like our other studio spaces, this must be reserved and checked out along with whatever equipment you will need to complete your assignment.

It will be your responsibility to keep the space clean and ready for the next shooter just as it is with any of the indoor shooting spaces.

There are some extra safety issues associated with this space.

- ☞ Under ***NO*** circumstances should you or a model climb out onto the ledge around the railing. If you are seen doing this your general studio privileges will be lost on the spot. And remember, faculty offices and mail room/break room look out onto this area so getting caught at this is a very high probability.
- ☞ You also should ***NEVER*** place any equipment on the ledges including lights, light stands, light modifiers, etc. A gust of wind can easily sweep it off the ledge and down onto the street or patio below where it will almost certainly be broken and can possibly injure someone below.

GENERAL STUDIO RULES

RULE 1

When in doubt, ASK! If you don't understand how to make something work or how to use a piece of equipment ask an instructor or lab tech. However you will not be allowed to schedule and use the studio until you have had a class that explains the general use of it and the studio equipment.

OTHER RULES

Here are other more general rules governing the use of the studios.

If you use it...CLEAN IT and put it away. Put stuff back where it belongs even if the previous user was a pig and left things a mess. It has to stop somewhere so take the high road and let the abuse stop with you. If you find it dirty then tell the lab tech right away so he or she will not think it was you who left it that way.

Check the equipment FIRST thing. If anything is not working or appears to be broken, tell the lab tech. That way you won't be blamed for...and have to pay for...the damage.

No commercial (for pay) shooting is allowed. Doing so removes you immediately from any insurance protection should some liability arise. If someone gets hurt while you are shooting anything other than a school assigned project or exercise, you will have no coverage and all damages, injuries, liabilities of any kind, whether you are negligent or not, will be borne by you personally. But in addition, the studios are provided free for student learning. Do not use it to shoot paying projects. It creates unfair competition and is simply dishonest. If you are caught doing this your studio privileges **will** be revoked. This is a zero tolerance issue. However once you assigned projects are completed, you may check out and use the studio as a learning environment for your own non-commercial projects as long as no one still needing to complete an assignment needs the space. But do not forget: student's studio needs to complete assigned projects have priority!

The studio is NOT private and fire rules prohibit the door from being locked. The studio is a part of a State funded learning facility. Lab techs, instructors, and sometimes other students may enter at any time to help or to learn by observation. Visitors to the studio are allowed but must not disrupt any of the work going on. But because they are allowed, do not engage in any shooting that would be inappropriate for surprise visits.

Learn to use the equipment before using it on your own. Whatever it is you wish to use, if you don't know how to use it properly, **do not use it at all** until you do. We have restructured our classes so that you will need to take the lighting class first to learn to use the equipment before taking other classes. However we still are expanding our equipment inventory as new items become available. When wanting to use something new to you, don't guess and end up buying something expensive or ruining your shoot.

Plan the shoot in advance so you don't use up valuable time trying to figure out what you want to do while the clock is ticking on your session.

Do NOT use the Foam Core panels to walk on. This material is expensive and is here to be used as reflector panels and flag panels. Use normal cardboard, get a carpet remnant, or get some towels and wipe shoes and feet at edge of seamless as per instructions above.

Watch your time and don't cheat others of theirs. Several classes may need to use the available studio spaces. Please keep track of the time and stop shooting with enough time left to clean up. Failing to pay attention to this can lose your studio privileges fast!

When you are done, put equipment away and clean up. When done, put it back as it ought to be. Don't let a previous pig define your own actions for you. Watch the time and give yourself clean up time, at least 5 to 10 minutes. Who knows, maybe the habit will catch on.

15-minute Rule. If you are 15 minutes late to your scheduled studio time, the studio will be given to anyone who is there and needs it.

If you are going to be late, CALL and let us know if you expect to have it available when you arrive. Otherwise it will be given away in 15 minutes and you could lose not only the shoot time but your studio privileges. If you are relying on models or others for your shoot you must impress on them the need to be punctual and ready to shoot on time. You do not get extra time because your model was running late.

Reserving Studio Time. You are allowed to check the studio out for two hours per week per studio class in which you are enrolled. You will only be allowed additional time if no one else needs the space for completion of assignments. You can only reserve the studio up to one week in advance. Instructors may set aside a class period for studio use for demos or other studio needs related to their class topics.

Studio Clean/Paint Day. For all students taking courses involving studio work (which includes Lighting, Portraiture, Fashion, Advertising, etc.) we will require that at the end of the semester, all students show up to participate in a studio clean up and paint day to ready the studios and shooting spaces for the next semester's courses. This activity will be a part of your grade usually equal to at least a project.

Remember, as with the check-out or rental equipment...

**IF YOU BREAK IT...
YOU BOUGHT IT!**

Darkrooms

RULES, GUIDELINES, AND PROTOCOLS

San Diego City College Photography Program

The Photo Program at City College has three traditional B&W darkrooms and film development areas for use by photo students to complete your class assignments. They are available for currently-enrolled students under two conditions...

- ☒ Periods of a regular course designated as “Lab Time”
- ☒ For Directed Lab Studies Courses in B&W Photography

Guidelines and rules governing their use:

Allowable Uses

Our darkrooms and film development areas are here for a single purpose: providing work stations with which students in San Diego City College’s Photo Program can complete their project assignments.

Failure to follow these rules will result in loss of darkroom privileges.

Keep Dry Areas DRY!

These areas *must* remain safe and well-maintained.

- ☒ Wet areas, such as sinks, are obviously OK to get wet. Dry areas, such as enlarger stations and paper cutters, **MUST** remain 100% DRY.
- ☒ No trays or test-strips on or near the enlargers.
- ☒ Misuse of chemistry or splashing water is strictly prohibited.
- ☒ Keep the floors DRY. If you spill anything or see a spill, please notify us or take care of it yourself. Wet floors in a dark room are a hazard.

Food and Drinks

NO FOOD OR DRINK IN THE DARKROOMS. It is a health risk to consume food or drink near our chemistry.

You may store your water bottles, food, or drinks in a specified area of the Film Lab, or in your lockers, then eat/drink them during breaks.

Hands in Chemistry

Do not put your hands in the chemistry to agitate or move your prints. Use the tongs provided. This helps us keep down cross contamination and keeps the dry areas dry.

The only exceptions are if you are working in the advanced lab, under supervision, and the procedure or process you are using requires it.

Viewing Prints

To properly evaluate a test strip or print, you must be in good light. Evaluating a print in the darkroom is only workable if you are going to display the print in the darkroom.

However to bring a print into the light or to an instructor to view first pick a dry tray and then drain the print for a few seconds before placing it in the tray.

Do NOT let wet edges hang over the side of the tray. And keep the tray level so that whatever water or chemistry is in it is not poured on the floor, each other, or on an instructor.

Using Your Own Chemistry

You can use your own chemistry for film developing or, in some cases, for print processing. However there are several rules you must follow if you chose to do so.

- ☞ Discuss this with the Lab Manager in advance of bringing the chemicals to the photo area. The Lab Manager can tell you whether you can safely (and legally) simply store the chemicals in your locker or whether they need to be stored in our special chemical storage areas.
 - ☞ You may also need to acquire and provide a copy to the Lab Manager of the MSDS documents concerning the specific chemicals you will be bringing on to the property.
 - ☞ If you want to use your own print chemistry, discuss this with the lab tech so a special area can be set up for your use. Remember however, this is a secondary priority for the darkrooms unless it is required for a specific class assignment.
-

Hand Towels

Get One or more and bring it/them to always have with you to dry your hands or wipe up small spills.

Printing “Tools”

We have a few printing tools and aids available such as some dodging tools and burning boards.

But the serious darkroom printer needs to create a collection of their own to use. Get a small tool or tackle box to keep printing tools in. You can keep this in your locker or bring it to class. A typical printing kit would include such things as...

- 📦 Pen/Pencils
- 📦 Dodging wands/tools
- 📦 Spotting Fluid and brushes
- 📦 Specialty filters (diffusion, gradient, or other special effects)
- 📦 Negative cleaning supplies (wipes, Fluid, static brush, etc.)
- 📦 Small **RED** color safe flashlight. **Did I mention SAFE RED?** Otherwise do not include one.
- 📦 You can also keep your mat cutting supplies in the tool kit including blades, etc.

Labeling

Put your name on EVERYTHING: on your supplies, your tools and tool box, on your negative pages and negative book, and especially on your paper packs or boxes.

Sooner or later you will manage to leave something behind in the darkroom and without your name on it we have no way of knowing to whom it belongs.

Public Lab

This is a “public” darkroom useable by students in our photo program. It belongs to the District. At any time students, faculty, visitors on tour, or administrative people may come in to the darkroom. Therefore, you are of course prohibited from printing anything that is illegal but you are also prohibited from printing anything that might be offensive to others.

As with all things, when in doubt, ASK!

This “public” nature also means that sometimes the lab may be crowded with people. Although we installed exhaust fans and have good ventilation, it can handle only so much. If you have just come from a hard workout at the gym please shower and change clothes before coming to the lab. Or if you have just enjoyed a meal of crushed garlic on a limburger cheese and pinto bean taco, or some similar and odiferous culinary delight, please consider the appropriate remedies before inflicting yourself on others in such close quarters where the blend of you and chemicals can be overpowering.

Disabilities

Our darkrooms are created to accommodate our students who may have some disabilities. For example, they are wheelchair accessible as are all other areas of the photo facility. When you are working in the dark and it is hard to see anyway, please be aware of others and any spatial or auditory needs they may have.

Educational Issues

The darkrooms are part of a school. That means that at any time there may be students from all levels of expertise from rank beginners to seasoned and advanced photographers.

As with all other areas of the facility, the darkroom and film processing areas are designed to be educational in nature. If you are an advanced student and see someone floundering, not knowing what to do, or KNOW they are doing something in error, please either help them or direct them to assistance from the lab tech or an instructor.

But also remember those days when you did not know what to do either and don't be angry or create a scene or otherwise harass the novices. Help them if you can. And if it is simply more than you can politely and civilly stand then it is probably time for you to create your own private darkroom.

Inappropriate Behavior

We are generally very fortunate to have students who appreciate the facilities and are considerate of the others who are using it. But if someone is disruptive with their actions or language and is interfering with others' use of the facilities, please tell a lab tech or instructor. The person in question will usually be given one warning to alter their behavior and if that fails then we will simply call campus police to remove them and their lab privileges will be lost.

NOTES:

To All City College Photo Students:

This document contains the rules and guidelines for your use of the photo areas in the CTC building. You will be responsible for both knowing and following these rules whenever they are applicable to your activities in the area. Because you have been told this is a governing set of procedures and because they are being provided in so many ways, including online as well as in hard copies, whenever there is an issue, both the Photo Faculty, the Lab Staff and all administrative levels above that will be able to operate and respond as if you have read and understand them.

So as has been stated several times before... if you are unclear about any issue or rule, ASK an instructor or lab tech, as appropriate before proceeding. On the facing page and back of this page is space for you to add whatever notes you may need for clarify any questions.



Sign the form below to indicate you have read and understand the rules in this document then cut off this form and give it to your instructor or to the lab tech. If this form is not on file and signed, you will not be allowed to check out equipment or use some areas of the facility, especially those covered in these rules, without supervision.

- - - - - ✂ -Cut here - - - - -

Student Name (Printed) CSID# Date

I certify with my signature below that I have read and understand the rules and guidelines set forth in this City College Photo Program Rules and Guidelines document and will comply with them for the benefit of others and for my own safety.

Signature of Student