



**L'imprimerie**  
**centre d'artistes**

STUDIO-USE POLICY

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## **1. GENERAL**

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### **1.1. Members' commitment**

Members commit themselves to abide by L'imprimerie, centre d'artistes' present studio-use policy at all times.

### **1.2. Responsibility**

- 1.21 Members are responsible for cleaning equipment and surfaces after each use, so as to keep the studio in proper working order (see specific rules for each technique in the annexes). In cases of neglect or improper use, members will be held responsible for damages, and will be asked to reimburse the cost of repair or replacement. Members may also see their access to the studios limited.
- 1.22 Members are asked to report to the staff any defect or incident likely to lead to the breaking or premature deterioration of the equipment.
- 1.23 L'imprimerie cannot be held responsible for any accident or damage to members' works.
- 1.24 Members are responsible for their belongings; the centre is not liable for any loss or theft.

### **1.3. Insurances**

- 1.31 L'imprimerie undertakes to contract and maintain general insurance of goods and civil liability.
- 1.32 Members must ensure that they carry their own property and liability insurance in the event of injury or damage.

### **1.4. Caring and sharing**

L'imprimerie is a collective space for artistic production; as such members must share work and storage spaces, as well as equipment in an atmosphere of respect and honesty.

### **1.5. Green policy**

L'imprimerie adopts a green policy in which the centre and its members commit to:

- Reduce as much as possible the use of toxic substances and non-reusable materials;
- Reuse materials and equipment as much as possible (gloves, cleaning cloths, paper, etc.);
- Recycle anything that is recyclable;
- Safely dispose of any product that may be harmful to the water or the environment;
- Conduct research on new, more eco-friendly procedures and products to update and improve their own practices.

## 2. ACCESS TO STUDIOS AND COMMON AREAS

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### 2.1. Modes of access

L'imprimerie's members have two modes of access to the studios depending on their technique and level of autonomy:

#### 2.1.1. Apprentice mode (during opening hours)

Every new member starts out in "apprentice" mode (the duration of which may vary). This mode entitles members to an hour of free orientation/consultation with a member of the staff, who will assess their needs and level of autonomy in the targeted techniques. Members may then gain access to the studios during the centre's regular opening hours by selecting a usage plan. Some technical support or training may be deemed necessary.

#### 2.1.2. Autonomous mode (24/7)

Any member wishing to switch to autonomous mode must have completed a number of hours deemed sufficient in apprentice mode, and have demonstrated an acceptable level of competence and autonomy. The autonomous mode is authorized by technique and cannot be automatically transferred to all processes. Each case will be assessed by the staff or management.

### 2.2. Usage plans

To use the print and digital studios (with the exception of the large printer room), members must pay for a usage plan according to their mode of access. At the end of the usage plan, members must inform the centre if they wish to renew their plan or not. Members who do not wish to renew their plan must hand in their key card and empty their storage spaces (if applicable). Failure to do so will be taken to mean that the member wishes to renew the previous plan, and will be asked to pay the according fee.

### 2.3. Key card

Autonomous members paying for a usage plan of a week or more, with the exception of the 10-day/year plan, obtain a personal key card upon receipt of their deposit, according to the applicable rate. The deposit will be refunded at the end of the usage plan upon return of the key card. The deposit will not be refunded if the member has lost his or her key card.

### 2.4. Assistant or Companion

Any active assistant or companion - who uses the space and handles the tools and equipment - must be a member and pay a flat fee. A member may, however, receive a friend to show the space by notifying the L'imprimerie team in advance.

### 2.5. Alarm

The centre is protected by an alarm system connected to a central monitoring service. Members who use the studios receive a code, and are responsible for arming and disarming the system as

they arrive and leave. Before arming the system, members must make sure that they are the last remaining person in the building.

## **2.6. Cancellation and refund**

Any usage plan cancelled before, or at the starting date of the plan will be refunded in full. No refunds will be issued after the first day of the plan's activation. However, a member may decide to trade his or her plan for another one or a combination of plans of equal or greater value.

## **2.7. Common kitchen**

L'imprimerie's members have access to the Sainte-Cath's common kitchen managed by Ateliers créatifs Montréal, and can store food in one of their refrigerators. Out of respect for the other users, members are asked to wash their dishes and kitchen surfaces after use.

# **3. EQUIPMENT AND MATERIALS**

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## **3.1. Reserving equipment**

Members can reserve a workspace in advance by writing their information on the sheets available in the studio for a maximum of two reservations per week. Members can only reserve a single space or piece of equipment per time slot. Out of respect for other members, the person wishing to cancel his or her reservation is asked to do so at least 24h in advance. Any member failing to show up for the reserved time slot loses his or her priority after thirty minutes. If there are no reservations, the use of workspaces functions on a first-come, first-served basis.

## **3.2. Storage**

Given the collective and shared nature of the centre, members must store their belongings (works, tools and materials) in designated areas only, according to the effective terms and conditions:

- 3.2.1 Usage plans of a week or more, with the exception of the 10-day/year plan, give members access to a storage bin, drawer and storage for one printing screen at no extra charge. Members may choose to bring their own similar-sized storage bin, provided it takes up the same space.
- 3.2.2 Extra bins, drawers and storage for more printing screens are available for a fee, according to the applicable rate. Members wishing to bring their own must also pay the applicable rate.
- 3.2.3 Members who do not wish to pay for a usage plan can still rent a storage bin, drawer and storage for printing screens, for a maximum of six consecutive months (fees apply).
- 3.2.4 L'imprimerie reserves the right to bill members for any extra storage space used outside of their paid plans or services.

### **3.3. Work surfaces**

Cutting directly on countertops, worktables, light tables or glass inking plates is expressly forbidden; always use a cutting mat. Surfaces must be completely clean of any ink or glue after use.

### **3.4. Inks**

L'imprimerie prioritizes the use of water-based inks whenever possible. Members are free to use oil-based inks, provided they clean them using nontoxic solvents and inform the staff beforehand.

### **3.5. Papers**

L'imprimerie encourages its members to reuse any clean paper whenever possible. Bins for newspapers and scrap printing paper are available in the printing studios. Members are invited to help themselves to their content, and to leave any of their surplus paper inside.

### **3.6. Cleaning supplies**

L'imprimerie favours nontoxic and biodegradable cleaning supplies whenever possible. For general surface cleaning, members must use soapy water or the studio's all-purpose cleaner. The use of toxic solvents is forbidden at all times. See cleaning procedures specific to each technique.

### **3.7. Cleaning cloths**

L'imprimerie provides disposable cleaning cloths, made of paper fibres, that are washable and reusable.

- 3.7.1. Cleaning cloths are sorted in bins according to their level of wear/use; members must first use the cloths that are in these bins, and reserve the new ones for cleaner tasks.
- 3.7.2. Members may also use their own cleaning cloths, but are responsible to put them away at the end of the day. Any cleaning cloth left lying around will be thrown away.
- 3.7.3. To avoid contamination, non-water-based products must be cleaned up using only the properly colour-coded cleaning cloths. These are stored in specially labeled bins.

### **3.8. Other equipment (not supplied by the centre)**

Members must supply their own basic equipment (pencils, scissors, X-Acto knife, masking tape, spatulas, etc.), as well as certain specialized tools and materials. See annexes for the complete list of the materials provided by L'imprimerie, supplied by members, and available for purchase.

### **3.9. Security**

L'imprimerie has three first-aid kits, one located on the ground floor near the entrance, one on the second floor, under the cutting table and one in the digital lab under the central cutting table.

There is an eye wash fountain in the acid room.

### 3.10. Before leaving

Members must make sure to:

- Thoroughly clean their work surface;
- Wash and put away any equipment used;
- Store their belongings in the drawer or locker;
- Shut down any device used (scanners, computers, exposure units, heating plate, etc.);
- Turn off the ventilation system, faucets and lights; close the doors and arm the alarm system.

## 4. MEMBER INVOLVEMENT POLICY

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4.1 L'imprimerie encourages member involvement in the centre in various ways. In recognition of their involvement, members receive credits that are redeemable for some of the centre's services, including:

4.1.1. For each 3-hour of volunteer-work for L'imprimerie, members receive a \$35 credit redeemable for:

- Supervised or autonomous access to the studios;
  - A discount of up to 20% on the total price of a digital printing job.
2. All unspent credit is cumulated and remains in the members account for one full year.
  3. Credits cannot be redeemed for any services provided by a member of the staff (ex: image-processing, technical support, consultation).
  4. Credits are redeemable for services at the regular rate only, excluding any other special promotion or package.

ANNEXES  
RULES OF USE (PER TECHNIQUE)

## SCREEN PRINTING

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Equipment, materials and tools provided

3 printing tables / 4 x 8 ft (including one light table)

2 printing tables / 4 x 4 ft

Exposure unit / 4 x 6 ft

Refrigerator for storing emulsion

Washbasin with compressor and pressure washer gun

Squeegees (various sizes available)

4 paper dryers

Scoop coaters

Cellulose sponges and cleaning brushes

Cleaning supplies

TexTac adhesive

Other materials (not provided)

Inks, printing screens, registration systems

Available for purchase

Emulsion, paper, printing screens (rental)

Rules and procedures

### Printing screens

- Clearly label each screen with your name;
- Apply duct tape on all four corners of the screen to protect the glass surface of the exposure unit;
- Put away the screens on the proper shelves after each use;
- Members must retrieve their screens at the end of their usage plan, or pay for an extra storage fee, for a maximum of 6 months; L'imprimerie reserves the right to dispose of any screen left behind.

### Exposure room

1. Applying the emulsion
  - The refrigerator in the exposure room should only be used to store emulsion or other heat-sensitive substances;
  - Emulsion storage is strictly reserved for members during authorized studio use.
  - Do not store emulsion-coated screens in the dryers for more than two days;

- Thoroughly wash away any emulsion left after application; carefully clean the scoop coaters and spatulas.

## 2. Protocol for the use of BioSol 9200 D

- Emulsify with BioSol 9200 D one side of the screen. If it's a raster image, 2 sides would be better;
- Dry completely in the dark room, under the display table, with fabric pulled;
- Expose the screen the same day or the next day;
- Exposed with your laser matrix on bond paper for 13 to 13 minutes;
- Rinse the screen with lukewarm water without pressure, so that the image is revealed in 1 to 5 minutes, or 5 to 10 minutes for a raster;
- Dry completely;
- Print;
- Take off the excess ink before cleaning;
- For cleaning, put on gloves and protective mask;
- Apply BioStrip cleaning products using the brush on both sides and rinse immediately with lukewarm water with the pressure gun;
- Rinse the brush and the bucket properly;
- Dry the screen completely before re-emulsifying.

## 3. Using the exposure unit

- The exposure unit should only be used for printing screens (or other photosensitive plates). The unit is not a worktable, and must never be used as such (for cutting, gluing, etc.);
- The lid of the table must remain closed at all times;
- Handle your screen with care when using the exposure unit so as to minimize the risk of scratching the glass;
- Clean the glass after use.

### Cleaning room

#### 1. Using the compressor and pressure washer gun

- Set the water temperature with the cold and hot water faucets;
- Turn on the water intake valve BEFORE activating the compressor;
- After using the compressor: turn off the motor and empty the gun by squeezing the trigger. Turn off the water intake valve, as well as the cold and hot water faucets;
- Never leave the compressor motor running needlessly.

## 2. Using the cleaning supplies

- Use of gloves and safety glasses is recommended when handling cleaning supplies for screen printing;
- Ventilation must be turned on when using products like Emulsion remover, PRESS WASH, GB-2000, etc.;
- Use the cleaning brushes and sponges provided.
- Follow the cleaning instructions specific to the products supplied.

## 3. General maintenance

- Wipe the excess water at the bottom of the washbasin using the squeegee.
- Carefully rinse and put away the squeegees, sponges and pails;
- Use the mop to clean up any overflow of water on the floor.

## Printing

- Only water-based inks are allowed for printing.
- All the printing tables with casters may be moved around, with the exception of the large light table;
- After printing, clean off any trace of ink or adhesive from the printing table using soapy water or the studio's all-purpose cleaner. When all else fails, the use of Spray Nine is tolerated.

## Drying papers

- Do not leave prints in the dryers for more than two days.

## INTAGLIO OR RELIEF PRINTING

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Equipment, materials and tools provided

Large etching press / bed size: 37 x 64 1/2 in

Small etching press / bed size: 24 x 41 in

Nolan press / bed size: 25 1/2 x 36 in

NuArc exposure unit / 22 x 26 in

Vertical ferric chloride basin / 24 x 30 in

Metal guillotine

Spray booth, compressor and airbrush

Heating plate 24 x 36 in

Rollers, files, cleaning cloths

Felt blankets

Eco-solvents: SoySolv II, Estisol 242, Estisol 150

Photoengraving developer solution

Degreasing products: calcium carbonate, white vinegar, soy sauce

Other cleaning products

Other materials (not provided)

Printing substrates (copper, linoleum, wood, etc.), etching tools, polishing product, sandpaper, registration tools (acetate films, and others)

Available for purchase

B.I.G. etching ground (red and black), Caligo safe wash inks for intaglio and relief printing, newsprint, acid-free silk tissue paper, printing paper, tarlatan, ImageOn and Puretech films, laser printing on acetate film, inkjet printing on acetate film and Pictorico transparent film.

Rules and procedures

### Inks

- L'imprimerie promotes the use of water-based and water-soluble inks.
- The use of certain traditional oil-based inks is permitted (ask the staff beforehand), provided members use the appropriate nontoxic solvents when cleaning up. Use an oil-and-vinegar solution and finish with soapy water.

### Etching presses

- Never etch the registration marks directly on the bed of the press;
- Make sure that the press bed is clean and free of debris that could damage the roller during printing; a brush is provided.
- After printing, remove pressure, centre the bed of the press and loosen both sides;

- Clean the bed of the press with soapy water. Dry thoroughly. The roll of the press should be free of any moisture after use.

#### Felt blankets

- Felt blanket sets are identified according to their function or level of wear/use; always return blankets to their original set;
- Keep blankets clean: wash hands before handling;
- When printing, protect blankets using a sheet of newsprint or silk tissue paper.
- For more experimental projects, members are invited to use their own blankets; when in doubt ask the staff;
- Put away blankets in the designated storage area after use.

#### Rollers

- Always return rollers to their holders;
- A special roller is reserved for applying the B.I.G. etching ground, do not use for inking;
- After applying the etching ground, carefully clean the roller with vegetable oil, and then once more with soapy water;
- Thoroughly clean the inking rollers with soapy water (start with an oil-and-vinegar solution for oil-based inks) without forgetting the sides;
- Never use Estisol or SoySolv to clean rollers;
- Put the rollers away after use.

#### Heating elements

- Before using the heating plate, make sure it is clear from any hindrance on either side;
- Activate the ventilation system when the small oven for heating the B.I.G. etching ground is turned on.
- Turn off the plate and oven after use.

#### Drying papers

- Dry prints between sheets of Homasote under the work table or in the paper dryers;
- Do not let papers dry for more than a week.

## Acid room

### 1. General rules

- Turn on the ventilation system;
- Clean work surfaces with soapy water after use;
- Keep the door closed at all times;
- Sort cleaning cloths in the appropriate bin or on the clothesline, according to their level of wear;
- Turn off the ventilation system before leaving.
- In case of direct contact between any solvent and the skin, or between ferric chloride and the eyes, use the eye wash fountain at the entrance of the acid room.

### 2. Ferric chloride bite

- Before starting, activate the ventilation system and put on safety gloves and glasses;
- Ferric chloride is very corrosive: it attacks metal, contaminates and stains all it touches. Never leave the acid room with objects (tools or copper plates) contaminated with ferric chloride;
- Use only on copper plates:
- Safely fasten your plate and delicately dip it in the basin to avoid splashing. Keep the lid of the basin closed during the bite.
- To speed up biting time, activate the air pump by plugging it into the wall outlet;
- Once the biting time has elapsed, lift the support firmly and let the plate drip-dry over the basin; thoroughly rinse both sides with water;
- Do not add water to chloride;
- Rinse surfaces and supports after use.
- If a plate falls to the bottom of the basin, alert the staff immediately. Do not try to fish it out!

### 3. Cleaning plates

- Turn on the ventilation system and put on safety gloves.
- The B.I.G. etching ground must be removed using eco-solvents (SoySolv II or Estisol 242). Never clean plates outside of the acid room.

- Use the red cleaning cloths to clean up eco-solvents, or any other product that leaves an oily residue.
- Warning: all cleaning cloths used in the acid room must remain in the acid room.

#### Aquatint booth

- Make sure the integrated ventilation system is turned on before using the airbrush;
- Line the booth with newspapers to keep it as clean as possible;
- Use only the prepared acrylic solution;
- Clean the airbrush after use, using the provided mix of water and washing soda;
- Turn off the ventilation system when leaving the workstation.

## PLATE LITHOGRAPHY

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Equipment, materials and tools provided

Charles Brand manual printing press / bed size: 30 x 40 in

NuArc exposure unit / 22 x 26 in

Metal guillotine

Heating plate

Tympan, rollers, cylinders, sheets of Homasote

Vaseline or grease, gum arabic, citric acid, vegetable oil, Estisol 242, Estisol 150, developer solution for photosensitive plates

Cleaning cloths

Other materials (not provided)

Drawing materials, inks, registration materials

Available for purchase

Polyester plates, photosensitive aluminum plates, laser acetate films, papers, inkjet printing on acetate film and Pictorico transparent film.

Rules and procedures

### Press

- Lightly grease the tympan before printing;
- Always pull the clutch before raising the lever after each pass;
- Never etch the registration marks directly on the bed of the press;
- Use a generous amount of the concentrated soapy water solution provided to clean the bed of the press. Do not use oil and vinegar.

### Rollers

- Always return rollers on their holders;
- Thoroughly clean the inking rollers with vegetable oil, followed by soapy water or vinegar without forgetting the sides; do not use eco-solvent on rollers.
- Put away the rollers after use.

### Drying papers

- Dry prints between sheets of Homasote under the work table or in the paper dryers;
- Do not let papers dry for more than a week.

## TYPOGRAPHY AND BINDING

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Equipment, materials and tools provided

Vandercook Universal I Press

Chandler & Price Paper Cutter, 25 inch

Wood and lead type, spacing materials (slugs and quads)

Cylinder Press

Galley

Micrometer

Lockup bar and quoin key

Other materials (not provided)

Drawing materials, inks

Available for purchase

Ink, photopolymer plates, laser acetate films, papers, inkjet printing on acetate film and Pictorico transparent film.

Rules and procedures

General

- Any member who uses the press and/or typefaces must have previously undergone training and/or be autonomous; he must start his working session during opening hours in the presence of a technician;
- The booking procedures for the Vandercook press differ from the general model due to the adjustments required; each member can book up to four consecutive days.

Press

- The adjustment of the cylinder must always be done by a technician;
- Damaged and non-recoverable covering sheets will be the responsibility of the member.

Cleaning

- Clean very well the rubber rollers with vegetable oil or Crisco and finish with soapy water. Dry thoroughly and ensure that no water remains that could contaminate the metal. Never use eco-solvent on rubber rollers
- Clean very well the metal rollers of the press with vegetable oil or Crisco, finish with Purel. Never use water on metal parts.

### Drying papers

- Dry the prints in the paper dryers;
- Do not let papers dry for more than a week.

### Characters

- Carefully note the location of the characters used and replace them immediately after use.
- Avoid damaging the characters with too much pressure. Embossing is reserved for photopolymer plates.

## DIGITAL STUDIO

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Equipment, materials and tools provided

### Printer room

Canon iPF8400 printer / 44 in

Canon iPF8300 printer / 44 in

Epson Stylus Pro 9900 printer / 44 in

Epson Stylus Pro 9600 printer / 44 in

Heat press / 32 x 28 in

2 cutting tables / 4 x 8 ft

### Digital lab

3 iMac computers

1 PC

HP Laser 4050 printer / 8.5 x 14 in

HP Laserjet 5100 printer / 11 x 17 in

2 Epson Perfection scanners (V700 and V750, for film and non-translucent documents) / 8.5 x 11 in

Epson Expression 10000XL scanner (for non-translucent documents) / 11 x 17 in

Nikon Coolscan V ed. scanner for 35 mm negatives or slides

Wacom Intuos 3 pen tablet

Software (may vary according to each work station): Adobe Creative Suite 5, InDesign CS6,

Photoshop CS6, Bridge CS6, Lightroom 4, Microsoft Office

Cutting table 36 x 62 in

Available for purchase

Any printed document (inkjet or laser) must be paid for—see price list

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Rules and procedures

### General

- It is strictly forbidden to bring food and beverages to the digital labs.
- Before leaving the lab, make sure to turn off all the equipment.

### Digital printing services

- Large inkjet printers are available by appointment with a technician, during the centre's regular opening hours;

- Fees are applicable for any technical support beyond the first 15 minutes (basic file adjustment);
- Extra fees for cutting and pressing may apply; members can, however, cut and press their images themselves free of charge following any print job;
- Members may bring their own printing substrate if it is not available at L'imprimerie. The technician will use one of the default print settings or a setting for a similar paper. If needed, members can create a personalized setting through paid technical support.

## Digital lab

### 1. Computers

- Never leave personal documents on the computers. Documents left on the hard drive after use will be regularly deleted;
- Do not install new software on computers without prior approval from the centre.
- Shut down equipment after use.

### 2. Laser printers and copier

- The small laser printers may be used freely, according to the applicable rate. Write down all the documents printed on the form provided.
- Some printers are reserved for specific processes, please follow the directions posted in the lab;
- Members who wish to print large formats on inkjet printers should schedule an appointment with a technician.
- Shut down equipment after use.

### 3. Scanners

- First-time users are asked to schedule an appointment with a technician;
- Shut down equipment after use.