



L'imprimerie
centre **d'artistes**

STUDIO-USE POLICY

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1. GENERAL

1.1. Members' commitment

Members commit to comply with this studio-use policy on the use of the workshops of L'imprimerie, centre d'artistes at all times.

1.2. Responsibility

- 1.2.1 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.
- 1.2.2 Members are asked to report to the staff any defect or incident likely to lead to the breaking or premature deterioration of the equipment.
- 1.2.3 L'imprimerie cannot be held responsible for any accident or damage to a members' work.
- 1.2.4 Members are responsible for their belongings; the centre is not liable for any loss or theft.

1.3. Insurances

- 1.3.1 L'imprimerie is committed to contract and maintain general property and civil liability insurance.
- 1.3.2 Members must ensure that they carry their own property and liability insurance in the event of injury or damage.

1.4. Respect and sharing

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

1.5. Environmental policy

L'imprimerie adopts an environmental 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 water or the environment;
- Conduct research on the use of more eco-friendly processes and products to update and improve their own practices.

2. ACCESS TO STUDIOS AND COMMON AREAS

2.1 Access mode

Members of L'imprimerie have access to the studios in two ways depending on their autonomy in the processes concerned:

1.1.1. Apprentice mode (during opening hours)

Every new member starts out in apprentice mode, of variable duration. Members are entitled to one hour of free orientation/consultation with a staff member, who assesses their needs and level of autonomy in the targeted processes. Members may then gain access to the studios during the center's regular opening hours by selecting a studio rental plan. Technical support or training may be deemed necessary.

1.1.2. 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 process and cannot be automatically transferred to all processes. Each case will be assessed by the staff or management.

2.2 Studio rental plans

To use the print and digital studios (with the exception of the large printer room), members must pay for a studio rental plan according to their access mode. At the end their studio rental 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 members wish to renew their previous plan, and will be asked to pay the fees accordingly.

2.3 Key card

Autonomous members paying for a studio rental plan of a week or more, with the exception of the 10-day/year plan, obtain a personal key card upon payment of their deposit, according to the applicable rate. The deposit will be refunded at the end of the studio rental plan upon return of the key card. Deposits are non refundable in cases of loss.

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 studio rental plan. However, members may receive a friend to show the space by notifying the team at L'imprimerie in advance.

2.5 Alarm

The centre is protected by an alarm system connected to a central station. 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 their plan for another one or a combination of plans of equal or greater value.

2.7 Common kitchen

Members of L'imprimerie have access to the Sainte-Catherines 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

3.1 Equipment rental

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, reservation cancellation must be done 24 hours in advance. Any member failing to show up after 30 minutes loses priority. Apart from reservations, the use of workspaces functions on a first-come, first-served basis.

Certain specific equipment or spaces may be subject to different rules of use depending on their particularities. This information will be shared with members at the time of booking, if applicable.

3.2 Storage

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

3.2.1 Studio rental plans of a week or more, with the exception of the 10-day/year plan, give access to a storage bin, a 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 current rate. Members wishing to bring their own extra bins must also pay the applicable rate.

3.2.3 Members can rent a bin and drawer outside of a studio rental plan, as well as store a printing screen, for up to six consecutive months (fees apply).

3.2.4 L'imprimerie reserves the right to bill members for any occupied extra storage space in excess of paid plans or services.

3.3 Work surfaces

Never cut directly on countertops, work tables, light tables or inking windows; always use a cutting mat. Clean surfaces thoroughly after use to remove any traces of glue or ink.

3.4 Inks

L'imprimerie prioritizes the use of water-based inks for the processes that allow it. Members may use certain oil-based inks, provided they are cleaned without the use of a toxic solvent. They must first request it from a staff member.

3.5 Papers

L'imprimerie encourages its members to reuse all clean paper as much as 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 the use of non-toxic and biodegradable cleaning products where possible. For general cleaning of work surfaces, members should use soapy water or all-purpose cleaner provided in the workshop. The use of toxic solvents is forbidden at all times. See process specific cleaning procedures in appendix.

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 use the cloths in the recovery bins first and reserve the use of new cloths for clean work.

3.7.2 Members can also use their own cloths to ensure they do not contaminate the products. They are responsible for storing them at the end of their working day. Any cleaning cloth left lying around will be discarded.

3.7.3 To avoid contamination, non-water-based products should only be cleaned using the coloured cloths identified for this purpose. These are stored in specific bins in the acid room and must remain there.

3.8 Material not provided by the center

Members must supply their own basic materials (pencils, scissors, X-Acto knife, masking tape, spatulas, etc.), as well as certain specialized tools and materials. See appendix for the complete

list of materials supplied by L'imprimerie, to be brought by members and available for sale. Each lists are separated by process.

3.9 Security

L'imprimerie has three first-aid kits available to its members:

- one located on the ground floor near the entrance
- one on the second floor, under the cutting table
- one on the second floor, in the digital lab under the central cutting table.

An eye fountain is available in the acid room. The washing time is 25 minutes.

The safety data sheets (SDS) of the products used in the workshop are available at all times in the two yellow binders identified SDS/FDS, stored on the cabinet near the front door, on the first floor.

3.10 Before leaving

Members must make sure to:

- Thoroughly clean their work surfaces;
- Wash and put away any equipment used;
- Store their belongings in their 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

4.1 L'imprimerie encourages its members to get involved with the centre in various ways. In recognition of their involvement, members receive a bank of exchangeable credits as follows:

4.1.1 For every 3 hour of involvement at L'imprimerie, members get a \$35 credit that can be redeemed for:

- Supervised or autonomous access to the studios;
- A discount of up to 20% on the total price of a digital printing job.

4.1.2 The unexpended monetary values are cumulative and remain in the bank for one year.

4.1.3 Credits are not redeemable for services involving an employee (e.g. image processing, technical support, consultation)

4.1.4 Credits are redeemable for regular rate services only, excluding any other special promotion or package.

APPENDIX
RULES OF USE BY PROCESS

SCREEN PRINTING

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 emulsion storage
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

Material 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 (provided) 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 studio rental plan, or pay for an extra storage fee, for a maximum of 6 months; L'imprimerie reserves the right to dispose of any screens left behind.

Screen rental

- **Use:** By borrowing the equipment, members acknowledge being able to use it. Members are fully responsible for the proper use of this equipment.
- **Rental period, prices and deposit:** The current services and rate list includes the terms and conditions or prices and rental period. A deposit is required at the beginning of the rental and will be refunded when the equipment is returned in its original condition, at the end of the rental period.
- **Screen check:** The condition of the screen is checked by a workshop technician in the presence of the member, at the beginning of the rental period. Notes on the initial condition of the equipment must be entered on the rental contract by the technician.

When the screen is returned, members must have its conditions checked by a technician. Members are responsible for scheduling the necessary time within their screen rental period to complete the verification with the technician upon the return of their equipment.

- **Lease end and renewal:** Members are responsible for returning the equipment on the date stated in the contract. If members wish, they may renew their lease. To do so, they must notify the administration of their renewal request before the end of the contract. After which L'imprimerie will send a PayPal invoice for the amount of the lease extension, which must be paid before the final date of the lease in effect.
- **Delays/late:** If members do not return their screen on the agreed date, L'imprimerie will retain on the initial deposit the rental value on the day according to the current rate schedule up to 5 days, then without news from the members, the latter will be deemed to want to renew their rental and an invoice will be sent to them via PayPal.

Exposure room

1. Applying the emulsion

- The refrigerator in the exposure room is only used to store emulsion or other heat-sensitive products;
- 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 one side of the screen with BioSol 9200 D. 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;
- Expose with a laser printed matrix on bond paper for 12 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. Use of compressor and pressure washer gun

- Set the water temperature with the cold and hot water faucets;
- Turn on the water valve BEFORE starting the compressor;
- After using the compressor: turn off the motor and empty the gun by squeezing the trigger. Turn off the water valve, as well as the cold and hot water faucets;
- Never leave the compressor motor running for no reason.

2. Use of cleaning supplies

- It is recommended to wear gloves and safety glasses when using cleaning products for screen printing;
- Ventilation must be turned on when you are cleaning the screens
- It is mandatory to wear a mask when using Biohaze. Members are responsible for bringing their own masks.
- Use the cleaning brushes and sponges provided which are identified to each products.
- 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 buckets;
- 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 a week.

INTAGLIO OR RELIEF PRINTING

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

Materials not provided

Printing media (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 transparency film.

Rules and procedures

Inks

- L'imprimerie encourages 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 non toxic 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 press bed;
- 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 press bed and loosen both sides;

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

Felt blankets

- Felt blanket sets are identified according to their usefulness or condition; always replace blankets in their original set;
- Keep blankets clean: wash hands thoroughly before handling;
- When printing, protect the blankets by covering the paper with a Newsprint paper or silk 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 with soapy water;
- Carefully clean the ink rollers with soapy water (start with an oil/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 hot plate, make sure it is clear on each side;
- Start the ventilation system when the small oven is running to heat the B.I.G. varnish.
- Turn off the plate and oven after use.

Paper drying

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

Acid room

1. General rules

- Enable ventilation by following instructions;
- 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 condition;
- Turn off the ventilation system before leaving.

- If there is a splash of solvent or iron perchloride in the eyes, use the the fountain located at the entrance of the acid room.

2. Iron perchloride bite

- Before starting, turn on the ventilation system, put on gloves, safety glasses, a plastic apron and your mask;
- Iron perchloride is very corrosive: it attacks metal, contaminates and stains everything around it. Never leave the acid room with objects (tools or copper plates) contaminated by the iron perchloride;
- Use only on copper plates;
- Secure your plate firmly and gently dip it into the basin, avoiding 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;
- Once biting time has elapsed, slowly raise the holder, allow to drain over the basin and rinse the plate carefully on both sides with water;
- Do not add water to perchloride;
- Rinse surfaces and holders after use.
- If a plate falls to the bottom of the basin, alert the staff immediately. Do not try to fish it out!

3. Plate cleaning

- Turn on the ventilation system and put on 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

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

Material 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 transparency film.

Rules and procedures

Press

- Lightly grease the tympan before printing;
- Always pull the clutch before raising the lever after each passage;
- Never etch the registration marks directly on the press bed;
- Use a generous amount of the concentrated soapy water solution provided to clean the press bed. 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.

Paper drying

- 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

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

Material not provided

Drawing materials, inks

Available for purchase

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

Rules and procedures

General

- Any member who uses the press and/or typefaces must have previously undergone training and/or be autonomous; they must start their 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 is 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 Pural. 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

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 35mm negatives or slides
Wacom Intuos 3 pen tablet
Software (may vary according to each workstation): 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

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 medium 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 copy machine

- 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.