

# Lee Art Center Printmaking Studio Manual



**Lee Arts Center  
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## **Purpose:**

The Lee Art Center Printmaking Open Studio is designed specifically for individuals working at advanced levels in printmaking. No ongoing instruction is given. Participants are expected to be able to function independently with regard to their own work. They are also expected to perform the technical tasks necessary to the operation of the studio as a whole.

The mission of the Cultural Affairs Division is to “create an environment that fosters excellence in the visual arts and that enables artists to thrive.”

## **Enrollment:**

Studio membership fees are collected every three months. New members may join on a space available basis; fees for mid-session enrollment will be prorated. A waiting list is maintained for those persons

desiring to join the Open Studio program who have demonstrated that they possess the technical ability to function independently in the studio.

Payment is due quarterly on March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup> and December 1<sup>st</sup> of every year. If payment is not made within 2 weeks of the due date membership may be forfeit. All late payments will be subject to a \$20 late payment fee. Members will be notified by e-mail a week before their bill is sent by mail that the bill will be arriving. If you do not receive your bill within a week of the e-mail notice please contact the Lee Art Center office.

Members are assigned personal storage space and may exhibit their work at Lee Art Center's "Mini-gallery."

Presses and the light exposure unit are available for daily rental to non-members, but requests must be made at least one week in advance. The cost is \$30 for one six hour period.

**Attendance Policy:**

All members must be actively using the facilities to produce work. If a member does not evidently use the studio at least four times in 30 days his/her membership is forfeit. This will be tracked by sign-in sheets so please remember to sign in when you come in to the studio. Members will be given one warning the first one month period that they do not meet the requirement. The second month this occurs membership will be forfeit. If a member wishes to be considered again for membership he/she must resubmit an application and be placed on the waiting list. In case of extenuating circumstances, such as prolonged illness or physical incapacity, or an extended out-of-town absence, it is essential that individuals inform the Lee Arts Center director as soon as possible.

**Classes:**

The Lee Art Center Master Workshop program provides opportunities to both members and non-members for advanced instruction. Visiting master artists teach both conventional and new non-toxic techniques for all printmaking forms.

**Hours:**

Studios are open from 9:30 AM until 10:00 PM Mondays through Fridays and from 9:30 AM until 6:00 PM on Saturdays. Studio hours may be modified from time to time in order to accommodate Master Workshops or recreation classes.

The Lee Arts Center is closed on all federal holidays. In case of inclement weather, please call 703.228.7199 for community center closings.

For further information please phone 703.228.5060

## **Studio Use:**

In order to maintain a healthy, safe, and efficiently run studio, we ask you to keep the following in mind:

- Sign in each time you use the studio. The sign-in sheet is located next to the light switch on your left as you enter the studio. Other notices are posted there as well.
- Please clean up thoroughly before you leave the studio. Put all of your belongings away and close the windows. Please make sure that all the presses are unwound, towels or blotting papers are laid out to dry, all trash is disposed of properly, the ventilation hood is turned off and closed, the paper soaking tub is both drained and wiped dry, and all glass inking surfaces are completely free of ink residue.
- Label all of your belongings. Do not use anything that belongs to someone else without permission. Items that are not labeled can be considered studio property and may be used freely, but must be properly maintained. If you leave an item in the studio for general use by other members, you do so at your own risk, and the Art Center, or other members, are not responsible for replacing it or paying for it.
- Do not ever throw away anything that is not your own. If you throw away someone else's materials you will be responsible for replacing it.
- Help maintain healthy and relatively non-toxic studio conditions:
  - When in doubt about how to safely handle materials, consult the Materials Safety Data Sheet binder located in the studio darkroom on the book shelf.
  - All hazardous materials, including but not limited to volatile chemicals, grounds, liquid grounds, and acids, must be used in the chemical hood and stored in appropriate metal cabinets.
  - Used hazardous materials should be kept in labeled containers (please include name and date) in the fume hood until they can be transported to the County haz mat disposal site. Under NO conditions should these materials be poured down the sink, except for small amounts of nitric acid that have been completely neutralized with baking soda. Please inform the Director of the Lee Arts Center before disposing of nitric in this way.
  - Dispose of any paper towels and/or newspapers with solvent traces only in one of the red covered trash cans,

making sure the lid is closed tightly and the enclosed plastic bag is functioning properly. If necessary, close the plastic bag to contain fumes.

- Keep the lid on the ferric chloride tank. Try not to spill or splash when using the ferric. If you do please wipe it up. It is a minor skin irritant and can become airborne.
- All personally mixed acids must be labeled with name and date. There will be a general mix, hot and slow, which will be maintained by the studio intern.
- Place used rags in the red container labeled “rag storage.”

### **Equipment:**

- 28' x 33' studio with good northern light
- Rembrandt elephant printing press ( 30" x 50" bed )
- Whelan Press (30" x 60" bed)
- Antique letterpress with one cabinet of assorted type
- Fisher Scientific Fumehood
- Light Exposure unit with large vacuum table ( 42" x 32")
- Hot Plate ( 24" x 36")
- Rollers in all sizes, including viscosity rollers
- Flat files and drying racks
- Paper cutters
- Power washer for cleaning silk screens
- Paper making equipment
- Vertical etching tank for ferric chloride (18" x 24")
- Non-toxic aquatint method: Speedball Screenfiller used with airbrush (air compressor available)
- Non-toxic grounds: Hardground -Future floor wax  
Softground- water based relief ink

### **Studio Equipment Use:**

Before using any of the equipment, check to see that it is in good order. If you find damaged equipment, or you damage it yourself, please report it to the Visual Arts office.

Hint: be careful when pulling blankets up not to flip them down onto the side of the press where the gears live. Gears are heavily greased and will soil the blankets.

Some rollers will be marked for water based and some for oil. Please use only as labeled.

Press bed should be in middle of press when not in use. Spring pressure should be kept even and should be released after use. Adjust the pressure point-by-point and not several points at a time.

**Storage Space:**

Each studio member is assigned two flat file drawers and one cubby, which must be clearly labeled.

Store only paper, small plates, and other lightweight materials in the flat file drawers. No heavy plates, inks, or tarlatans, please.

There is a vertical orange cabinet in the darkroom for plate storage. Each person will be assigned one drawer in this cabinet for their heavy plates.

If you discontinue your studio membership you must remove all of your property within 5 days of the end of your last session. After 5 days any items left in the studio will be considered abandoned and will become the property of the Arts Centre.

**Priority Time:**

Sign up for priority time if you plan heavy use of one of the presses. Heavy use means printing about one print each half hour, as well as using the studio all day (at least 5 hours). Priority time does not mean exclusive use of the studio. Others are welcome but must fit into your printing schedule.

To reserve priority time, leave a message at the visual arts office at 703.228.0560 at least one week in advance, but preferably two weeks. State your best approximation of the hours you will need. If you arrive more than one hour late without phoning us, the reservation will be forfeited.

Please try to limit your reservations to three days per 12 week session. Exceptions can be made if the need is urgent.