

## FACILITIES POLICY FOR GRADUATE STUDENTS

Below, please find a comprehensive list of policies regarding the use of various labs, equipment, and classrooms. It is our goal to facilitate the research and material exploration of MFA students regardless of medium and to ensure the safety of all our students. If you have any questions about these policies or their implementation, please contact either the relevant Area Chair or the Associate Director of Technology, Space and Communications.

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### WOOD SHOP

email: [doddwoodshop@uga.edu](mailto:doddwoodshop@uga.edu)

Monitored hours for the semester will be posted on the doors by the 2<sup>nd</sup> or 3<sup>rd</sup> week of school.

Individuals using the woodshop must receive a safety orientation and sign a user agreement—this can be done with a wood shop monitor, a trained graduate assistant, or Jon Vogt.

The table saw and routers require training before use. Trainings are conducted by graduate assistants or Jon Vogt.

In general, tools should not leave the shop, but in some cases can be checked out for short periods of time.

Graduates who regularly use the wood shop can check out a wood shop key from the CAVE, and can work outside of monitored hours.

Tools and equipment are provided free of charge as well as consumables such as brad nails, screws, abrasives, wood glue, and scrap wood. New wood is not provided by the woodshop (bring your own).

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### OBJECT LAB

email: [doddoobjectlab@uga.edu](mailto:doddoobjectlab@uga.edu)

Signups to use specific equipment can be made on  
signupgenius: <https://www.signupgenius.com/go/doddoobjectlab#/>

The object lab signupgenius will be active by the 2<sup>nd</sup> or 3<sup>rd</sup> week of school.

Laser Cutters and Resin Printers both require a 2-part training before use. Trainings are conducted by graduate assistants or Jon Vogt.

Tools, equipment, and consumables such as resin, PLA filament, vinyl, and scrap laser cutting material are provided free of charge. New materials to be laser cut or engraved are not

provided by the object lab (bring your own). A list of what can and can't be cut is posted inside the lab.

A door code is given out to grads and faculty for accessing the lab during hours not posted on signupgenius (such as on weekends).

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### **FLAT LAB**

The Flat Lab is a monitored and secure digital imaging resource available for students to print, scan and store work. Equipment available to graduate students include the Canon Pro-1000s, Canon Pro-2000s, and a Canon Pro-4000, Epson 9880 printers, Risograph printer and a Color laser copier with a large Epson flatbed scanner. Graduate students must provide their own paper to use any of the inkjet printers. Signupgenius is the only way to book usage time outside of open hours. Grads must have some digital printing experience before using the printers. Grads may schedule a demonstration with a flat lab monitor to become trained.

For uncoated or unusual papers or fabrics, we recommended using the Epson 9880s and the Canon Pro 4000. Inquire with a monitor or a digital printmaking instructor if you have questions.

To store large flat works, grads must inquire with the CaveMart staff ([cave@uga.edu](mailto:cave@uga.edu)) to book a flat file.

Flatlab Signupgenius: <https://www.signupgenius.com/go/10C0D4CAA2F2CA6F5CE9-flat1#/>

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### **CERAMICS**

The Ceramics Area mandates safety training for the utilization of its tools and facilities. This training can be acquired by either enrolling in a class or attending equipment-specific demonstrations.

#### Facilities

Grads are permitted to work exclusively in the undergraduate major studio room, designated as room #109 where advanced class is conducted. Access to communal spaces, such as the glaze room, spray booth and clay mixing room is available outside of regular class hours to ensure minimal class disruption.

#### Materials

For students enrolled in class ARST6500, most materials necessary for ceramic work, such as clay and studio glazes, are covered within the lab fee budget. However, individuals seeking to use excessive quantities of materials, underglazes, expansive oxides, and stains are responsible for purchasing these items independently.

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## **JEWELRY AND METALS**

Use of the Jewelry and Metals areas requires prior training—either by faculty tutorial or by taking ARST2600. Grads can only work in the J&M studios outside of regularly scheduled class times.

### **Materials:**

The cost of materials is covered only for MFAs enrolled in ARST7620 or ARST7630.

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## **PAINTING AND DRAWING**

The Painting and Drawing classrooms are open for use outside of scheduled class times. The seminar room with the projector has a sign-up sheet outside the grad studio entrance. Work-in-progress must not be left in the P&D classrooms, and all easels and taborets must remain in place.

### **Materials:**

Glass palettes are available for checkout at the CAVE. The yellow flammable storage cabinet in the grad painting storage room is for undergrad supplies only.

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## **PHOTO**

Students wishing to use the photography labs and specific equipment must complete the relevant class (see below) or sit in on in-class demos. Various studio equipment is also available for check out at the CAVE, such as studio lights, strobe lights, backdrop stands, etc.

Black and White Lab: ARST 3200

Printing (S285) requires ARST 3210\*

Scanners (S285) Advanced Film Course, ARST 3220

Lighting studio (S392): Signup via Signup Genius, checkout lighting equipment from CAVE

Lighting Studio (S290): Constructed Image Course, ARST 3250

Flat lab: available for grad use without ARST 3210

### **Materials:**

Photo covers the cost for analog chemicals for grad students. Students wishing to do an extensive amount of digital printing should utilize the flat lab.

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## **PRINTMAKING**

Unless a student has significant prior experience, the Printmaking and Book Arts Area requires training for use of the printing, papermaking or book arts tools and facilities. This can take the form of enrolling in a course, or attending a demonstration in one of the introductory-level courses, or, if time permits, an individual training/demonstration can be provided. Please contact the Printmaking Area Chair for more information.

Course schedules are posted outside of all of printmaking studios. Unless enrolled in that course, individuals are not allowed to work in the studio during that time. We welcome the activity in the studios at all other times, providing the student has the appropriate training.

**Materials:**

Printmaking has an internal system whereby students can purchase certain consumables such as plates and paper. The cost of inks, solvents, etc. are derived from lab fees - if a student needs a large amount of these supplies for a project, we ask that they purchase their own (this is uncommon).

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**SCULPTURE**

Grads wishing to use the equipment at TSAC will need to contact the Studio Manager (Tom Schram) and/or the sculpture area head to work out a plan for accessing the shop(s), which can only be used with training and during monitored hours. Materials are not provided.

**Tool Room and Tools:**

Grads are free to borrow tools from the tool room as they need, but these tools must be returned at the end of the day. Do not borrow tools from Rm 108.

**Woodshop and Metal shop:**

Use of machines in either of these spaces requires students to have taken a relevant sculpture class and have been trained to use that machine. Each machine in these shops requires specialized training. Access to one machine does not permit access to the entire shop. Grads can schedule in advance with the Studio Manager to be trained on a specific machine. Shop use classes include but are not limited to, ARST 2400, 3400,3422,3470,4480.

**3D Printers**

Students interested in using the LulzBot or FormLabs 3D printers at TSAC must first undergo training with the Studio Manager. Trained individuals may sign up for times using Signup Genius.

**BOSS Laser**

Students interested in using the BOSS laser at TSAC must first undergo training with the Studio Manager. Trained individuals may sign up for times using Signup Genius. The Boss Laser cannot be used during ARST:1080 Courses in Rm 108.

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**TEXTILES**

To gain access to labs and classrooms, all graduate students will be required to sign up via sign-up genius during the designated times. The student will be responsible for communicating any issues with equipment to the area chair.

**Labs:**

Please contact the Textiles Area Chair to inquire about training sessions for lab equipment, offered in the 3rd or 4th week of each semester. Students will be required to attend in order to gain access to the door codes and equipment. They may also gain access without attending a training session if they show evidence of proficiency.

1. Sewing Lab:

The area will provide kits for each of the 4 sewing machines that can be checked out from the Cave. The kits will include needles, bobbins, and a presser foot. Students will need to provide their own thread.

2. Dye Lab:

Students will be given a list of necessary supplies and will be required to purchase their own dye materials, but will be able to use burners, dye pots, steamer, and other equipment once they have attended training or demonstrated proficiency.

#### Facilities:

Screen Printing and Weaving facilities can only be accessed during designated times via sign up genius providing the student has taken a class. Students who have taken the class at other institutions must show proficiency. Some equipment may not be available during the busiest times of the semester.

1. Weaving Room

Looms in the weaving room are available to students who have taken weaving 1 here or at other institutions. The available looms will be designated by the current weaving instructor at the beginning of a semester. The area will provide kits for each loom that can be checked out from the Cave. Students must provide their own yarn.

2. Screenprinting

If space is available, screenprinting tables will be designated by the instructor at the beginning of each semester. Students are responsible for providing their own dropcloth, T-Pins, and ink. Note that the vacuum table may not be available during the busiest parts of the semester.