

**Munroe Center for the Arts**  
**Printmaking Studio Guidelines**

Our printmaking studio is a cooperative space to share ideas, materials, supplies, and responsibilities. Leave the studio cleaner and more cared for than you found it. Treat the supplies, materials, studio space, and each other with respect and care!

1. All students are expected to adhere to the Munroe Center for the Arts (MCA) behavior guidelines, outlined on our website - [www.munroecenter.org/classes](http://www.munroecenter.org/classes)
2. No printmaking student, whether new or returning, is allowed in the printmaking studio unless previously arranged with MCA staff
3. This is a **non-toxic** print studio. Under no circumstances should a student bring toxic printmaking materials to use in the studio. If you are interested in bringing your own supplies but are unsure, please confirm in advance with the instructor or MCA staff

**Studio Housekeeping**

1. All students are expected to mark their name legibly on each piece of work
2. Only touch and move your own pieces
3. Student pieces should be drying or stored in our cabinet units at the end of class. Due to limited storage, any personal tools or materials brought cannot be housed in the studio.
4. Please do not leave the studio without notice. All students can alert the instructor if they need to step outside or if they have an emergency
5. Safety first! The instructor should be alerted to any emergencies that may occur

**Cleanliness**

1. Printmaking is a messy business! Students are expected to wash hands often and wear an apron and gloves while working
2. Everyone is expected to contribute to cleaning up at the end of class. No student should leave without cleaning up their space and materials
3. All tools (brayers, brushes, etc.) and palettes should be properly cleaned before being put away. This includes scraping and wiping off ink, wiping with a rag and spray cleaner, rinsing and drying, and dusting brayers with cornstarch to improve longevity.
4. Thoroughly used and ink saturated rags can be set separately and marked for disposal

**Printing Press Management**

1. The American French Tool Press is a highly valued and powerful piece of equipment. Under no circumstances should a student touch/use the press without confirmation from the instructor during class time. Independent studio use is not currently offered at this time
2. The instructor will set the pressure each day. No one else should be adjusting the set screws.

More pressure can be added by adding extra sheets of newsprint

3. Only one student may use the press at a time, assisted by the instructor. All others must keep hands, hair, and other materials away at this time
4. Printing should be done slowly and methodically - students must pay attention and not rush, in order to ensure the quality of their work and to prevent potential accidents
5. Items cannot be stored or dried on the printing press. Absolutely no tools or metal objects can be placed on the press bed - even a stray paper clip can ruin the press' steel rollers
6. At the end of each class, the press bed must be cleaned and covered with blankets to protect the printing press

### **Blankets/Felts**

1. Blankets/felts should be handled gently and with clean hands
2. At the end of each class, the blankets should be taken out from under the rollers and draped across the press bed to cover and protect the press
3. Use cover sheets of newsprint over the inked block/plate and printmaking paper to prevent the blankets from getting inky. Any ink on the blankets will run through *anything* passing through the press rollers
4. There are different types of blankets/felts used for printmaking. A sizing catcher, cushion, and pusher (defined below) are all required when printing an etched metal plate. Potentially not all are needed for relief printing, but students should always confirm with the instructor

**[Sizing Catcher]:** the thinnest blanket which covers the newsprint, printmaking paper, and the inked block/plate

**[Cushion]:** thickest blanket which softens the transition as the block/plate is pulled under the roller

**[Pusher]:** densely woven felt, the toughest and slightly textured blanket that touches the roller itself