

Welcome to the Photography Department lab at City College of San Francisco. As the largest two-year photo program in the Bay Area, we support hundreds of students both in-class and working independently in the use of thousands of pieces of specialized equipment. Our support reaches into the studios, darkroom, computer labs, and classrooms. This requires careful coordination and adherence to procedures, practices, and protocols. Please read the following descriptions and requirements of our lab and its regulations in order to keep the lab functioning smoothly, efficiently, and most importantly, safely.

Our lab is staffed 100% of its open hours with fully-qualified faculty in the role of Lab Supervisors. They are the heart of our facility and should be your go-to person should you have questions, concerns, require technical assistance, or have any uncertainty about how to work in our communal environment. Your classroom instructor will give you detailed training on any equipment available to you via your specific photography courses; our Lab Supervisors are here to help.

Please take the time to read and understand this document, attend any required lab orientations, and manage your workflow to take best advantage of your creative time spent in pursuit of the highest quality photographic education. We are invested in your success.

### ***The CCSF Photography Department Faculty and Staff***

#### **Lab Orientations for New Students**

The Photography Department holds mandatory lab orientations every semester for students enrolled in a photography lab class. The purpose of the orientation is to familiarize students with the facility, establish protocols and procedures for working in the lab, some basic equipment usage, lab etiquette, and safety guidelines. At the end of the orientation and you will be issued a Photography Department lab card and you will have an opportunity to request an on-site storage locker. Your lab card is your passport to the facility – it will gain you access to the lab and to photo equipment as you are trained by your instructor. There are two different types of orientations. For students enrolled in PHOT 51 only, the orientation will be scheduled during your class time. Should you miss your class' orientation you may attend any other scheduled PHOT 51 orientation. More detailed orientations are scheduled for students taking more advanced darkroom or studio courses. Students enrolled in PHOT 57, 81D or 60B are not required to take an orientation unless they intend to request additional lab access. Without a lab card you will not be able to check out equipment or work on the premises – there are no exceptions. Make sure you attend an orientation and obtain a lab card before the last orientation is offered! And of course make sure you have your lab card with you when you come in to work.

Lab Orientations for those enrolled in PHOT 51 and Photo 81D and Photo 60B only, will begin:

Wednesday, August 28<sup>th</sup> and end Saturday, September 26<sup>th</sup>.

Lab Orientations for all other students will begin:

Monday, August 26<sup>th</sup> and end Saturday October 6<sup>th</sup>.

### **Lab Orientations for Returning Students**

Returning students who have previously taken PHOT 51, 57, 60A, 60B, or 81D *only* must attend a lab orientation in order to get a new lab card.

All other returning students who have a lab card from Spring/Summer 2018 and Fall 2018 do not have to attend an orientation. Present your previous lab card to a Lab Supervisor to roll it over for a new card. Make sure that any equipment previously approved (initialed by your instructor) is transferred to your new card.

### **Lab Orientations for All Students**

Students must be able to document their current enrollment in a CCSF photography lab class. Your instructor may have submitted an official roll sheet to the Lab Supervisor; if so, this will serve to document your registration. That said, do not depend on your instructor to document your enrollment. Additionally, if you have been added to the class or for any other reason do not show up on the official roll sheet you will need to document your enrollment. A print-out of your class registration from Web4 or live presentation on a smart phone of your Web4 registration page can serve as proof.

If you do not have proof of registration at the time of the orientation, you may attend the orientation and your presence will be noted, but you will not be issued a lab card or allowed to obtain a locker until you provide documentation. A student unable to attend a lab orientation due to extenuating circumstances that occur during the orientation period should contact a Lab Supervisor for additional assistance. Verification will be required.

Extenuating circumstances are defined as:

Injury accidents  
Health  
Family emergency  
Incarceration/detention

Extended litigation  
Jury duty  
Military deployment  
Institutional error

### **Authorizing Your Card**

Your class instructor will initial your Photography Department Lab card to authorize the use of specific equipment. Make sure you have your instructor's initials before coming in to work – you will not be given the equipment without authorization. Only the Department Chair can grant you permission to use the facility or equipment without an initialed lab card.

### **Additional Lab Access**

Additional access to darkroom, computer labs, and studio areas not included in the area of study for currently enrolled courses may be granted by the Department Chair if the student:

presents a class transcript from another accredited institution or a previous CCSF Photography lab card as long as either one includes training in the lab area for which access is desired *and* completes a lab orientation as necessary.

Only the Department Chair can approve additional lab access.

### **Locker Assignments**

Photography Department lockers are assigned on a first-come first-served basis with priority given to disabled students. If you are requesting a disabled student locker, please be prepared to document your need.

To get a locker, fill out a locker request form and submit it along with a \$10.00 locker deposit to a Lab Supervisor. Personal checks or money orders only – we cannot take cash or two-party checks. Lockers may be requested when you get your lab card or anytime thereafter. Please do not fill out your check until instructed by the Lab Supervisor. The Lab Supervisor who issues your locker will give you the lock combination; all lockers must have CCSF-issued combination locks on them.

You may request additional lockers after all orientations have been completed. A separate deposit will be required for each additional locker.

### **Clearing Lockers**

Lockers must be left empty and clean with the lock in place. The deadline for clearing lockers is Saturday, December 14th 2:15. If you are unable to clear your locker by the deadline due to unforeseen circumstances, contact a Lab Supervisor immediately at 415-239-3422. Once your locker is cleared and inspected, your check will be destroyed or your money order mailed back to you; make sure the address we have on file for you is current.

### **Equipment Responsibility**

Thanks to funding from the community and the state, the CCSF Photography Department is able to stock and make available to students most (though not all) of the equipment essential to learning the craft of photography. This ranges from plastic darkroom trays to high-end camera and lighting gear. As a result, there can be significant savings to the student in terms of purchase or rental costs. However, when using department-issued equipment the responsibility for loss or damage falls on the student. Before checking out any equipment, you must understand that repair or replacement costs will be your burden should damage, loss, or theft occur. You should use school equipment only with the clear understanding of financial responsibility.

## Advanced Lab Orientation Fall 2019

August 26 <sup>th</sup>	Monday	9:40 pm	PH81A-001	Vanderkindren
August 26 <sup>th</sup>	Monday	6:30 am	PH85A-001	McAteer
August 29 <sup>th</sup>	Thursday	6:40 pm	PH 85B	Polt-Jones
September 28 <sup>th</sup>	Saturday	10:30 am	PH102C	Clickenger
October 6 <sup>th</sup>	Saturday	10:00 am		

## PHOT 51, PHOT 81D and PHOT 60B orientations Fall 2019

August 28 <sup>th</sup>	Wednesday	9:40 am	PH 51-001	Weston
August 28 <sup>th</sup>	Wednesday	12:40 pm	PH 51-002	Weston
August 28 <sup>th</sup>	Wednesday	3:40 pm	PH81D-001	Gentry
August 28 <sup>th</sup>	Wednesday	6:40 pm	PH 51-501	Hough
August 29 <sup>th</sup>	Thursday	9:40 pm	PH 51-004	Williamson
August 29 <sup>th</sup>	Thursday	1:10 pm	PH 51-003	Degani
September 9 <sup>th</sup>	Monday	6:40 am	PH 51-001	Orvik
September 12 <sup>th</sup>	Thursday	6:40 pm	PH 51-503	Williamson
September 21 <sup>th</sup>	Saturday	11:00 am		
October 12 <sup>th</sup>	Saturday	1:00	PH 10013-100	Christianson

**These dates & times have been scheduled to enable all students enrolled in a photography lab class to attend a lab orientation. You must sign-in at the lab orientation before the session begins. No one will be allowed to sign-in during or after the session or to join an orientation already in progress – be there or be square!**

**The Issue Room will be closed as necessary during lab orientations.**