

Corvidae Press: Centrum Residents Studio Orientation

Welcome to Corvidae Press! We're happy that you are here to use our beautiful studio. One of our members will be giving you an in-person walk through and this outline is a handy reference of our studio's basic policies/procedures.

Questions?

You'll find lots of printed information and how-to's tacked onto the wall throughout the studio.

Please contact your Centrum Residency representative and/or a Corvidae board member (the list with phone numbers is on the bulletin board) and we will be happy to help.

- **Opening/closing the studio:**

- Centrum contact will have Corvidae studio key for you
- Please remember to test studio doors to make sure they are shut completely! This might require a good 'slam' of our old doors to shut and fully engage the lock. Give the door a good test pull to make sure it's secure
- Sign in/out – with name, date and time you arrive and leave;
- Bulletin board – usually current news plus the calendar for the press and any printmaking events in PT;
- Lights are located on the far wall of each room. Please turn them off if you are the last person to leave the studio.
- The bathroom key is located by the hallway door on a big crow keyring. Bathroom (unisex) is down the hallway to the right. Please re-lock the door and hang the key back up on its ring.
- Studio heat control is located in the press room next to the brayer storage. Feel free to turn the heater on if you are chilly, but PLEASE TURN THE HEAT OFF when you are closing up.

- **Tour of clean area (the front room where sink and flat files are located)**

- No ink, or plate inking: nothing that can stain/mar paper
- Paper tearing table
- Glass for photo etching
- Flattening boards –located on top of studio members' flat files. Please use newsprint between blotters
- Drying rack – try to not monopolize the rack so others can use it.
 - Bring a portfolio or something to transport your prints home for longer term drying
- Photo Etching Room –
 - There are instructions on the wall for using the exposure units.
- Print Library
 - Please keep these books in the studio – you're welcome to look through them
- Sink Area
 - The studio sink does not have a proper slope to drain on its own. Please use the plastic tub to funnel water down the drain so that it doesn't sit there on the flat of the sink
 - Fill plastic tub with stopper – use to wash brushes, hands etc. then move tub to drain and pull the plug
 - Use rag to wipe sink after using the squeegee
 - Leave squeegee rubber side up
 - It's your responsibility to clean up/dry the sink out after you use it– thank you!
 - Paper soaking trays (large and small – stack on the wall)
 - Wet towels? Please hang them up to dry with hanger/clips so they're ready for the next use.
 - Recycle bin – located by the back entrance door (near sign in book). OK to scrounge for paper bits to print
 - Trash bin for inky messy stuff is located in the press room (underneath the main counter)

- **Inking/Press Room**

- We are an eco-friendly printmaking guild - please do not use solvents or mineral spirits of any kind in our studio!
- Oil inks are fine to use: but you need to use vegetable oil only to remove ink from plates (you'll find lots of phone book pages, newsprint etc. underneath the table where extra inks/supplies are stored)
- Odds and ends shelves – are for member experimentation and use
- Rubber gloves/paper towels/newsprint – for members to use
- Brayers – use, clean (vegetable oil or soap/water only!) and replace: keep the curtain drawn to preserve the rubber. Please do not use any solvents on the brayers as it damages the rubber.
- Phone books – great for wiping plates/brayers clean of most ink

Press Review

- Felt batts: please keep them clean: protect with newsprint over plate/printing paper
- Rollers – no sharp edges on your plates
- Clean hands only to keep the blankets in good shape
- **Small press:**
 - washable surface – use roll of newsprint to protect the blankets,
 - plate goes face down on paper
 - paper over plate to protect blanket
 - start with a little pressure first time through and gradually increase
 - pressure: turn clockwise
 - less pressure: counter clockwise
 - This press has no stops! Pay attention and stop rolling before it gets to the edge.
 - Press can run in both directions
 - Take pressure off the roller when through – and check to make sure blankets move freely when you are through
 - Clean off any ink that got onto the press bed
- **Whelan Press (middle)**
 - THIS PRESS STAYS UNDER PRESSURE WHEN NOT IN USE!
 - Follow printed instructions that are on the press to keep roller UNDER PRESSURE when finished printing
- **Big Press on end**
 - Make sure felts are smooth – double check
 - Gradually increase pressure – one side first, then the other and then back again
 - This press has a stop
 - When done, take pressure off the rollers, make sure blankets can move freely under the rollers
- Wi Fi Code: 1e2d3c4b5a
- Cleaning up the printing area
 - Use razor blade and wipe blade on paper, buff out glass with semi-clean paper rummaged from recycle and/or trash bin
 - When glass is clean, wipe it with rag and water/windex or vinegar spray so it's ready for the next printer
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Thank you and have a marvelous printmaking experience at Corvidae!