

On line information and updates available at  
Image Arts Technical Operations website:  
<http://www.imagearts.ryerson.ca/operations>

## TECHNICAL OPERATIONS HAND BOOK

2011 - 2012

### SAFETY, SECURITY AND INSURANCE

While at the School of Image Arts, you will handle chemicals, electrical fixtures and expensive electronic equipment. You will receive training and information that will provide you with the knowledge you need to manage the many aspects of attending a hands-on program at a downtown university campus.

For information on personal safety, equipment hazards, theft and insurance, see the section on Taking Precautions.

### DATA STORAGE POLICY

The School of Image Arts provides server space for each student on which to store digital data. However, the school **is not responsible** for any data stored on the server. We take precautions to ensure the safekeeping of all data stored on the server but cannot guarantee the data will not be lost. It is your responsibility to protect your data by creating 'back-up' copies of all your digital work.

SCHOOL OF IMAGE ARTS

RYERSON UNIVERSITY

FILM  
NEW MEDIA  
PHOTOGRAPHY

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## WELCOME!

This guide is intended to make working in the School of Image Arts a little easier. All the information contained in this booklet is relevant and will get you off to a good start. There are a number of rules, policies and penalties related to the use of our technical services. You may find these policies frustrating at times, but it might help to remember that the rules are intended to maximize access of our facilities and equipment for ALL users. While the school is in transition, this guide and the technical staff are here to help you navigate the schools facilities and make the most out of these temporary changes.

## GENERAL INFORMATION

### Frequently Used Telephone Numbers

Access all internal extensions through the switchboard: (416) 979-5000.

VIC Stills Cage	6845
Film and New Media Cage	6867
Motion Picture Lab	6869
Front Office (Reception)	6850

### Cage Hours and Locations

Equipment and facility keys for student and faculty use are located in two cages. The VIC Stills Cage and the Film and New Media Cage are both located in the Victoria Building. Both cages are open when classes are in session and during Study Week (the week of February 20<sup>th</sup>). Please note that all cages are closed during exam periods, on statutory holidays and during the December break.

The Still Photography Cage hours match the hours for general building and facility access. If this access is modified, the cage hours will change to reflect this.

Monday - Thursday	8am - 10pm
Friday	8am - 6pm
Saturday	9am - 6pm

### DARKROOM (KHW 66)

There is no Kerr Cage this year, go to the 7<sup>th</sup> floor Cage in the VIC building to sign out a darkroom. Check with the 7<sup>th</sup> Floor Cage or on line for hours and procedures. Check for darkroom updates at the Technical Operations website.

### The Film and New Media Cage (VIC 800)

The Film and New Media Cage follows a timetable divided into reservation and pick-up/return periods. These periods are separate and distinct: no reservations are taken during pickup times and no pickups or returns are scheduled during reservation times. Please see the Film and New Media Cage for the detailed schedule.

Monday - Thursday	8am - 10pm
Friday	8am - 6pm
Saturday	9am - 6pm

## CAGE ACCESS CARDS

The Ryerson OneCard (with picture identification) is required to access labs and equipment. Access will not be granted without this card. There will be no exceptions. Each student must present their own OneCard when signing out equipment or facility keys and cannot check out equipment under another student's name. The OneCard can be picked up through the Registrar's Office (bring your fees statement and timetable). **Every year your OneCard must be registered into the Cage Access System at either cage after you sign an agreement stating that you have read and will follow the policies outlined in this handbook.** The card grants access to the equipment and labs relevant to your production courses. Complete access details are available at each cage. If you lose your OneCard, let the cage know immediately.

## BORROWING EQUIPMENT AND FACILITY KEYS

The School of Image Arts makes every effort to maintain its equipment to professional standards; however, the school cannot guarantee that all equipment is in perfect working order. It is the responsibility of the student using Image Arts equipment to test the apparatus upon issuance. The School of Image Arts cannot take responsibility for lost and/or damaged materials used in conjunction with Image Arts equipment. **All Image Arts students must have passed the Ryerson WHMIS Quiz and have a copy of their Ryerson WHMIS Certificate on file with the Cage.** Ryerson WHMIS certification will remain valid, for Ryerson University, until the student finishes their degree.

### Procedure

Every transaction with each cage involves the use of your OneCard. The card is scanned into the computer when you reserve or take out equipment. You are responsible for presenting your card with every transaction. No transactions will be made without this card.

### Responsibility

When you take equipment from each cage, you are entering into a contract with the cage stating: "I accept responsibility for loss of or damage to the equipment while on loan to me and agree to return it on or before the date and time indicated." This agreement is taken seriously by the cage, so please be sure to care for your equipment and keep track of your exact return time when planning your work. It may help to remember that other students will be waiting to use the equipment or facility you have signed out and are relying on you to return it on time and in working order.

### Returning Late

If unavoidable circumstances make it impossible to return equipment on time, you are expected to notify the appropriate cage before your return time. Depending upon circumstances you may be granted extra time to return your order. Calling does not relieve you of your responsibility for being late. This allows the cage to plan around these circumstances until you are able to return the equipment. If you fail to inform the cage beforehand of your late return, penalties will be implemented. Only the cage managers can authorize extensions to equipment or facility loans.

### Checking Equipment

Although cage workers check equipment when it is returned, there is no absolute guarantee that equipment is in perfect working order when you receive it. You are expected to thoroughly check all equipment and lab facilities upon issuance because you are agreeing to take responsibility for any damage to equipment or facilities while in your possession. If you find any problems during this check, you must inform the appropriate cage within **twenty minutes** of signing out the equipment or facility key. It is in your best interest to check equipment near the cage (on the tables provided) or, in the case of labs, immediately upon issuance. **You will not be held responsible for equipment or facility problems reported within twenty minutes of being signed out.**

### Reporting Broken or Lost Equipment

In order to keep all equipment and facilities in working order, we need to know about any malfunctions, damages or loss. When you report lost or damaged equipment, the cage operator will fill out an Equipment Malfunction Report (EMR). Your name and student number will be recorded on this form if the loss or damage occurred while the equipment or facility was signed out in your name. You will be notified shortly of any cost associated with this loss or damage. Students with unpaid bills will have their grade reports withheld (see the section on Fines and Penalties for more information).

## USING IMAGE ARTS LABS AND STUDIOS

**REMINDER: Food and drinks are not allowed in any studios, labs, darkrooms or editing rooms run by the School of Image Arts.**

Access to equipment and facilities is gained only through in-class workshops or with the appropriate instructor's signature. In general, access to equipment and labs is restricted to enrolment in specific courses, programs or program years. Complete access details are available at each cage. If you encounter problems with any equipment in the labs, it is essential that you promptly report these problems to the appropriate cage so that repairs or replacements can be arranged. All lab keys, including those for film and new media labs are signed out from the Stills Cage. This allows students the use of facilities during operating hours. Labs that are signed out until the end of the evening **must be returned at least fifteen minutes before the cage closing time.**

### STILLS PHOTOGRAPHY LABS

At many times during the day and evening, still photography labs (in particular darkrooms and studio facilities) are reserved for specific classes. The 'half-hour rule' occurs when spare labs are released thirty minutes after a scheduled class commences. At this point, students who are not in the scheduled class are allowed to sign out unused facilities. When there is no class scheduled, these facilities are free to students with access on a first-come, first-served basis. All darkrooms come with a printing kit that is signed out from the Kerr Photography Cage. The kit contains three lenses (50mm, 75mm/80mm and 135mm/150mm) and three negative carriers (35mm, 6x6 and 4x5). Other negative carriers are available from the cage.

Note: Safety Seminar - No access will be granted to labs, studios or equipment until the student has attended a Safety Seminar.

#### Film Loading and Processing Darkroom (KHW 66D)

Access: All Stills and Media students with appropriate clearance from instructor. Student must sign out facility key from KHW Stills Cage.

#### Black and White Darkrooms (KHW 66C)

Access: All Stills and Media students with appropriate clearance from instructor. Student must sign out facility key from KHW Stills Cage. (Classes have priority.)

#### Large Format / Fibre-Based Printing (KHW 66G)

Please see Processing and Facility Technician Mindy Wiltshire-Gibson for information and access.

#### Historical and Alternative Processes Room (KHW 66H)

Access: Second, third, fourth year and MFA students who have attend an H&A seminar with Health & Safety Technician.

### Fixer Use Policy

For ecological and financial reasons, black and white fixer (hypo) must be used according to the following rules:

- **ALWAYS RE-USE FIXER UNTIL IT BECOMES EXHAUSTED.** Use hypo-check to verify that fixer is still usable. Used fixer will not have any detrimental effects on film or paper.
- **NEVER POUR USED FIX DOWN THE DRAIN.** There is a fix recovery container on the first floor (next to processing room IMA 130). Pour all exhausted b/w fix (no colour fix or other chemicals) into this container. All exhausted fix is processed to remove silver before it is discarded. Funds from the silver recovery process are used to offset chemistry costs. Also, fix treated in this way is less polluting to the environment.

### STILLS PHOTOGRAPHY FACILITIES

#### Mat Cutting Facility (KHW 66)

Mat cutting and print mounting facility.

Access: All Image Arts students.

#### Colour Viewing Facility (IMA 66)

Colour balancing, slide viewing and slide mounting.

Access: All Stills and Media students. (Classes have priority.)

### PRINT PROCESSING MACHINES

#### B&W Processing Machine (KHW 66)

Black and white resin coated (RC) printing. No fibre-based paper.

Access: All Stills and Media students.

### STILLS PHOTOGRAPHY STUDIO

#### VIC 608

Access: All Stills students. All other users require the permission of the instructor conducting the class in progress. Students who have completed a studio instruction workshop may access the studios if no classes are scheduled. Further Information about Stills Studio Policy and Procedures available at the VIC Stills Cage.

#### Private Still Photography Studios (VIC 702/704)

Access: 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Year Stills & Graduate students who have completed a Still's Studio Instruction and Safety Workshop. Students who have completed the required workshop may access the studios if no classes are scheduled. Further information about Stills Studio Policy and Procedures available at the VIC Stills Cage.

## FILM AND NEW MEDIA FACILITIES

At many times during the day and evening, film editing labs are reserved for specific classes. The 'half-hour rule' occurs when spare labs are released thirty minutes after a scheduled class commences. At this point, students who are not in the scheduled class are allowed to sign out unused facilities. When there is no class scheduled, these facilities are free to students with access on a first-come, first-served basis. All lab keys are signed out from the VIC Stills Cage. Labs may be reserved in advance (with the exception of linear editing benches and the flatbed station), though classes have priority. All labs not reserved in advance are subject to availability. Please note that if you have not used the space by the first half hour of your booking, another student may take it and you will be penalized as a 'no-show' (see the section on Fines and Penalties for more information).

### Junior Film Editing Room (VIC 727 A/B/C/D)

Lockers include a splicer and film viewer.  
Access: All Film and Media students.

### Non-linear Digital Editing Suites (VIC 703/705/707//711/713)

All suites include one G5 with editing capability, M-box and network connectivity. Note: Students will provide their own headphones for this facility.  
Access: All Film and Media students.

### Sound Transfer Facility / ADR (VIC 709)

Transfer from 1/4" reel-to-reel synchronous sound, DAT, CD and cassette to G5. Interlock screening and recording with 16mm magnetic stock.  
Access: 3<sup>rd</sup> and 4<sup>th</sup> year Film and Media students.

## FILM AND NEW MEDIA STUDIOS

### Sound Stage

If we are unable to access our IMA soundstage by mid-October, arrangements will be made to use Wallace Studios.

Large shooting stage with lights, stands, lighting accessories, lighting grid and sound baffling curtain. Students who have completed a studio instruction workshop may access the sound stage if no classes are scheduled.

Access: 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year Film and Media students.

### Recording / Mixing Theatre (RCC)

Recording and mixing complex with a screening facility.

Access: 3<sup>rd</sup> and 4<sup>th</sup> year Film and Media students.

### New Media Studios (VIC 307/308/310)

PC and MAC based studio capable of image manipulation and projection.  
Access: All Media students.

## COMPUTER LABS

### FCAD Graphics Lab (VIC 723/724/725/726/728)

iMac stations with three flatbed scanners.

Access: All students in the Faculty of Communication and Design.

### Photographic Imaging Centre (VIC 712)

Digital scanning from 35mm - 8x10 negatives. Requires workshop before access is granted.

Access: All Image Arts students.

### Film Writing Centre (VIC 841)

Digital files can be output to slides or negatives in 35mm and 4x5 film formats.

Note: There is a nominal charge for this service.

### Digital Printing Facility (VIC 714)

This facility houses a number of photographic quality inkjet printers that can produce any size output (up to mural size). All students can bring their digital files to this facility and have their images output to a number of different paper surfaces. Please note that students do not print the files themselves.

Note: There is a charge for all prints made. There is a price list posted at the facility.

### Student Printing Facility (VIC712)

This facility houses photographic quality inkjet printers that can produce test prints and 8x10 prints. Students bring their digital files to this facility and print themselves.

Note: There is a charge for all prints made. There is a price list posted at the facility.

## WORKSHOP

### Carpentry Workshop (SID 109)

This facility contains woodworking power tools that can be used for the instruction of set pieces, installations, etc. It is open under supervision one day (Wednesday) per week.

Access: All Image Arts students.

## STUDENT LOUNGE

### Student Lounge (VIC 609)

Image Arts has moved the furniture that was in the old Student Lounge (formerly known as “the pit”) into VIC 609. It is a shared student space but feel free to make it your own.  
Access: All Image Arts Students.

## Motion Picture Laboratory

VIC 731A Extension 6869

The School of Image Arts in-house black and white Lab is temporarily unavailable while the building is closed. All 16mm processing and printing will be done at an outside Lab for the duration. In-house 16mm digital transfer service - from negative or positive -- is available.

### Services and Fees

The lab offers normal negative processing, pushed processing, pulled processing, work printing, process only, high contrast processing and printing, preparation for transfer, and transfer, etc. Please see the lab for details and prices. NOTE: We do not process or transfer Super 16mm.

### Work Order Envelope

Film processing envelopes are available at the VIC 8<sup>th</sup> Floor cage, where cage personnel will stamp the envelope for you. Check to make sure that your name, student number and year are correctly printed onto your envelope. This indicates to the lab that you are entitled to student prices. Do not forget to add your instructor’s name & your contact information. Remember, one envelope per order.

- If you have under or overexposed your film, the ‘ASA Used’ box should reflect this. For example, Double-X negative pushed one stop in daylight would mean the ASA is 500. You should also state this change by writing ‘push one stop’ in the ‘Special Instructions’ section. Make sure you understand the principles behind pushing (and pulling) film before you try it, or ask at the Lab.
- Leave the ‘Film Type’ and ‘ASA Used’ boxes empty if you are submitting film that has already been processed. You should also state on the envelope ‘negative already processed’.
- Use only one envelope for all rolls that are to be processed the same way (same stock and ASA). This means you may have to attach one envelope to several rolls. Make sure your package is well secured (preferably using a plastic bag with the Ryerson envelope attached) and write your name on each box and/or can.

The following is an example of the envelope you will receive from the cage. Your name, course, year, section, customer ID and student number should already be printed onto the envelope. You will need to fill in the rest. Use this example as a guide.

For more information regarding film processing please pick up a pamphlet from room VIC731A or the Cage.

<b>RYERSON UNIVERSITY</b>		<b>Image Arts</b> Motion Picture Lab
Name:		
Course, Year, Section:		
Instructor		camera #
Phone		email
Film type:		
ASA/ISO Used		
Total Footage		
<input type="checkbox"/> Process & Work print <input type="checkbox"/> Process & Digital Transfer <input type="checkbox"/> Process only <input type="checkbox"/> Custom processing →		
* * * FROM ALREADY DEVELOPED FILM * * * <small>Must be set up with 3-6 feet of white head &amp; tail leader inscribed with your name, head &amp; tail.</small> <b>Digital Transfer</b> (to DVD in cassette): <input type="checkbox"/> from work print <input type="checkbox"/> from negative New work print: <input type="checkbox"/> Previous light # _____		
LAB USE ONLY		
IN	OUT	Process Control Comments
Film is picked up from drop box at 8am Monday & Wednesday		

1. For unprocessed film, indicate the emulsion type. Eg. 7222 or Double-X

2. The actual rating that you use. If you pushed or pulled the stock, write that ASA here.

3. Estimate the total footage of all rolls submitted with the envelope.

4. Indicate the process required by checking off the appropriate box.

5. Note anything here that deviates from normal processing (for example, ‘push one stop’, torn sprockets’, etc.).

Drop your film with a completed Work Order envelope in the lab drop-box. All orders dropped off to the lab will be available for pick-up at the Stills Cage according to the following schedule.

### Processing Schedule

Because orders are to be processed and printed in an outside facility, film will have to be dropped off earlier and may be delivered later than the usual 2-day turnaround by 6pm, however, all efforts will be made to adhere to the schedule as listed. If you do not drop your film off by 8:00am - and you need work print - you run the risk of falling up to four days behind. Note: if you miss the drop-off, try to catch Suzanne in her office, VIC 731a

<b>FILM PICKUP</b> →	<b>FILM RETURNS</b>
→ →	
Monday by 8:00 am	Wednesday by 9 am
Wednesday by 8:00 am	Friday by 9 am

**Digital Transfers**

Transfers are usually scheduled for Tuesdays and Thursdays. Please check at the lab when handing in your transfer order. (Confirm)

**Payment**

You must pay for your order in full with your Ryerson OneCard (see the section on Survival Tips for more information) when picking it up. Pick up at the VIC Stills Cage.

## Fines and Penalties

To ensure smooth running of technical operations, there are certain monetary and access suspension penalties instated by the school. If you keep these penalties in mind when using facilities and equipment, setbacks can be avoided.

**Fine Payment**

Fines must be paid immediately. Your access will be suspended until the fine is paid.

**Suspension**

All access to equipment, facilities and Motion Picture Lab is suspended.

**No Show**

A \$10 fine will be levied for failing to cancel a reservation.

**Hit and Run**

A \$10 fine will be levied for equipment and/or facility keys left unattended at the cage or failing to remain at the Cage until the cage staff has cleared your order.

**Late Returns**

Fees will be levied for equipment and/or facility keys that are late. Fees are based upon number of items out, length of lateness and the demand for the equipment/key. Please report unavoidable lateness to the respective cage **before** due time. This does not excuse the lateness or guarantee extension. For more details on the Late Return Policy please visit the Cage.

**Lost or Damaged Equipment**

The cost for repairs or replacement of equipment and/or parts will be calculated on a case-by-case basis according to industry prices. The bill

must be paid by a set deadline decided by the appropriate cage manager or Operations Manager.

**Lost Facility Key**

A \$50 fine will be levied for replacement of the key in addition to re-key charges (if necessary).

**Leaving Facility Key in Door or Leaving Facility Door Unlocked.**

A \$10 fine will be levied.

**Food or Drinks in Lab, Studio, Darkroom or Editing Suite**

A \$20 fine will be levied for the first offence. A \$20 fine and one week suspension from the facility will be levied for the second offence.

**Leaving Water Running in Unattended Labs**

One week suspension from Lab and \$10 plus payment of all expenses incurred in repairing water damage (if applicable) will be levied.

**Failure to Report a Processing Machine Jam**

One week suspension from processor and restricted access to the cage.

**Failure to Clean Studio, Lab or Sound Stage**

Minor infractions will cost \$5 - \$10. Major infractions can cost up to two weeks suspension from facility and payment of all expenses incurred to return facility to proper condition.

**Inappropriate Storage/Labelling of Chemicals**

A \$10 fine for first offence. A \$20 fine and one week suspension for the second offence. Grades will be held at the end of term if chemistry is not removed from the school or disposed of correctly and/or not correctly labeled.

**Damage to Facility**

The cost for repairs will be calculated on a case-by-case basis. Infractions can cost up to two weeks suspension from facility that was damaged and payment of all expenses incurred to return facility to proper condition.

**Reduction of Penalties**

Only the cage managers or the Operations Manager can reduce penalties. Student employees cannot change penalties.

**Grade Withhold**

The final grade report is withheld until outstanding fines, processing bills and/or damaged equipment bills are paid. All unpaid fines are subject to grade withholds. Grade withholds will be submitted to the Registrar on the first business day following exams. An administration fee of \$25 over and above unpaid bills will also be charged.

## List of Image Arts Equipment

This list will give you a general idea of what is available from each cage. Complete and detailed lists are available at the appropriate cage.

### WEST KERR HALL DARKROOMS

#### Darkroom Printing Kits and Accessories

Darkroom printing kits for B&W printing and assorted accessories: graduated cylinders, beakers, developing tanks, trays, tray siphons, negative carriers, contact printers, contact proofers, Gralab timers, easels, grain focusers, polycontrast filters, cibachrome filters.

### THE VIC STILL'S CAGE

#### 4x5 Large Format Cameras and Accessories

Cambo (with lenses ranging from 90mm - 210mm), Sinar F (with lenses ranging from 65mm - 360mm), Graphic View (with lenses ranging from 135mm - 203mm), Cambo Cadet (with 210mm lens), Arca Swiss (with 215mm lens), bellows, extension rails, front-rear standards, film holders, Polaroid backs.

#### 8x10 Large Format Cameras and Accessories

Deardorff (with lenses ranging from 165mm - 610mm), film holders, reducing backs, Polaroid backs.

#### Lighting Equipment

Metz portable flash units, Speedotron 2400w packs (with fan heads, grid spots, snoots, barn doors, diffusers, reflectors), Speedotron 1200w portable kits, Visatec Monobloc kits, Manfrotto soft boxes (studio only), Broncolor Hazylight, Lowell portable kits.

#### Tripods

Manfrotto 'trix', Manfrotto (with 1/8" or 3/8" threads), Majestic (with 1/4", 1/8" threads or rail adapters)

#### Camera & Lenses

Pentax S-Mount (w/ 28mm - 1000mm various lenses), Nikon and Canon Lenses (12mm-24mm, 14mm prime, 70mm-200mm, 80mm-400mm).

#### Studio Accessories

Umbrellas, snoots, gobo arms, clamps (Students must provide own sync cords)

#### Miscellaneous Equipment

Light boxes, slide projectors, carousels, 16mm film projector, Super8 film projector, LCD projectors, Polaroid slide printers, tacking irons, UV exposure unit, folding equipment carts.

#### Facility Keys

Keys and necessary AV equipment to use Image Arts facilities in VIC are available from the VIC Cage.

### THE FILM AND NEW MEDIA CAGE

#### 16mm Film Cameras and Accessories

Bell and Howell 70DR, Bolex H16, Arriflex ST (various lenses), Arriflex BL (zoom lens), Arriflex SR (zoom or prime lenses), Arriflex 416 (zoom or prime lens), 400' magazines, matte boxes, filters, motors, and associated tripods.

#### Video Cameras

Panasonic DVCPRO, Panasonic HDC SD1PP HD, Panasonic HD, Panasonic Mini-DV PV-GS250, Panasonic HVX200, Sony Mini-DV DCR-TRV950 and DSR-PDX10.

#### Camera Accessories

Tripods (various types ranging from lightweight to large fluid head), 'baby' legs, shoulder braces (for 16mm film cameras), spreaders, high hats, dolly, field monitors.

#### Sound Recorders and Accessories

Digital sound recorders (sound devices 722 and 744T, Marantz 660), Nagra 1/4" reel-to-reel, Nagra Time Code, Tascam DAT, microphone mixers, boom poles, microphone stands, plastic slates, smart slates.

#### Microphones

Cardioid, hyper-cardioid, omni-directional, lavalier, shotgun.

#### Lighting Equipment

Mole Richardson lights (650 - 1000w spots and floods), 750w softs, 100w spots, KinoFlo 4" lighting kits, Diva 2-bank and 4-bank lighting kits, MiniFlo lighting kits, snoots, lightweight location stands, studio stands (with wheels), floor stands.

#### Grip Equipment

C-stands, gobo arms, flags, butterfly kit, alligator and maffer clamps, light carrying cases, sandbags, apple boxes, A/C extension cords.

#### Tripods

Manfrotto 'trix', Manfrotto (with 1/8" or 3/8" threads), Majestic (with 1/4", 1/8" threads or rail adapters).

#### Facility Keys

Keys and necessary equipment to use linear and non-linear facilities in VIC are available from the Film and New Media Cage.

**Miscellaneous Equipment**

Fog machine, folding equipment carts.

**Supplies Available for Purchase**

Certain course-related supplies are available at the Film and Mixed Media Cage (VIC 800) located on the 8<sup>th</sup> floor of the VIC building. These supplies may be purchased only with the use of a Ryerson OneCard. The cage does not handle cash. All prices are subject to change without notice. Please note that all items are subject to availability. See the cage for any updates.

Double-X negative (7231)	100'	\$23.00
Plus-X negative (7222)	100'	\$23.00
Hi-Con negative (7363)	100'	\$15.00
china marker	each	\$1.10
cotton gloves	each	\$0.55
black leader	100'	\$9.15
white leader	100'	\$10.80
clear leader	100'	\$11.30
SMPTE leader	roll	\$3.30
fill	100'	\$2.00
3" core	each	\$0.55
mylar splicing tape	roll	\$6.10
16mm plastic reel (400')	each	\$3.50
Mat cutting blades	3	\$1.00
flat white latex paint	4L	\$22.20
black acrylic latex paint	4L	\$22.20
fog juice	1L	\$20.00

Note: cable releases, sync cords, stills film, lens cleaner and tissue are not available for purchase. Students are required to provide these items themselves.

**Taking Precautions**

**SAFETY AND SECURITY**

**Equipment Hazards**

It is mandatory that you attend all in-class workshops offering training on equipment available to you for course work. For your protection and the protection of others, the cage will not let you sign out equipment without clearance from your instructor, so if you do miss a training session you will have to make arrangements for another. Training is crucial as certain equipment, such as the school's high-voltage studio lighting, could seriously injure you or someone else if used improperly. In addition, if you damage something, the cost of replacing school equipment can run you into the thousands of dollars (see the section on Property and Liability Insurance for more information).

In addition to the specific hands-on training you will receive for each piece of equipment introduced to you, you will be taught general guidelines for safety that are equally important. By paying attention to small details, like how to safely position a tripod, lay down cables or raise and lower the height of studio lights without crushing your hand, you will avoid many accidents in the future. The following are some safety precautions to keep in mind when using equipment:

- Never use equipment you have not been instructed on or may be unfamiliar with.
- Always inspect equipment for damage (e.g. exposed wires) before using.
- Do not attempt to repair broken or damaged equipment. Report any problems to a qualified technician or to the cage.

**Fire Safety**

Although fires are an infrequent occurrence at Image Arts, being aware of these basic fire precautions will do no harm:

- Never block any exits.
- Never use fire extinguishers as door stops.
- Do not attempt to fight any fire by yourself. If you detect a fire, sound the alarm and leave the facility.

**Chemicals**

The practice of film and photography is one based on chemistry, first and foremost. For that reason, it will be impossible for you to avoid coming

into contact with chemicals either directly or indirectly as you complete your work. Ensuring that your work environment is safe is largely up to you as the majority of chemicals you will come in contact with will be your own. Knowledge of the proper handling and disposal of photographic chemistry is required before you will be allowed into any darkroom. When processing film or mixing chemicals for printing, make sure you read all the labels carefully before starting. As well, keep your work area clean and organized to reduce accidental spills or splashes. Each darkroom area is equipped with an emergency eye and body wash kit that works quickly to alleviate eye or skin damage if splashing does occur. Read the instructions ahead of time so you know what to do if it ever happens to you or someone else in a neighbouring darkroom.

All chemicals and cleaners that are brought into the building must be properly labeled. All containers (including water) must be labeled with:

1. Substance's name
2. Student's or instructor's name
3. Date made or in use
4. Safe handling procedures - e.g. If you need to wear gloves or use a mask when working with the chemical.
5. Ingredients - (If the solution or mixture has more than one Material Safety Data Sheet, MSDS, see below) list the ingredients and the percentage of each ingredient or amounts of each in the solution or mixture.

**It is important that all chemicals in the building are properly labeled and that the school has a Material Safety Data Sheet (MSDS) for it.** All chemicals brought into the school must include a valid MSDS to be given to the Health and Safety Technician for inclusion into the MSDS database. You can check to see if the chemicals you wish to bring into the school have a MSDS in the database by going on line at [www.imagearts.ryerson.ca/operations](http://www.imagearts.ryerson.ca/operations)

The website has a list of available MSDS(s), and you can download the MSDS for any chemicals on the list that you are planning to use. It is your responsibility to read and understand the MSDS for all chemistry you will be working with. If a substance is not in the MSDS database you can not bring it into the Image Arts building until the Safety Technician has OK'd its use. Hard copies of all Material Safety Data Sheets in the database are available in the Cage and in the Health and Safety Technician's office (VIC 806A).

***All chemicals that you use or mix MUST be store in appropriate containers and MUST be properly labeled. (Do not use empty juice or water bottles.) You will be fined for using any chemicals that are not labeled correctly or do not have a valid MSDS in the database. Any chemistry, liquids or solutions found in the school (office, locker, cupboard) that is***

***not correctly labeled, will be confiscated and the person responsible for it will be fined and grades withheld. This includes water bottles and jugs.***

Check with your instructor on the correct procedure to dispose of your chemistry.

### WHMIS Training for Image Arts

- All new students entering Image Arts (First Year, Advanced Standing, Graduate students) must have Workplace Hazardous Materials Information System (WHMIS) training and provide a copy of their Ryerson University WHMIS Quiz Certificate in order to use the Image Art's facilities and /or equipment.
- Any student who wishes to work in the darkrooms must have passed the WHMIS test and give a copy to the Cage.
- It is important that any instructor who will be requiring students to work with hazardous substances have their students take the quiz and bring their certificate to the Health & Safety Technician for documentation.

Your instructor is responsible for providing specific training on the hazardous materials that you are required to use in a course. They must cover the procedures for the safe use, storage, handling and disposal of these hazardous materials and the procedures to follow in case of an emergency involving these materials.

Consistent with the intent of the Student Code of Conduct:

*Each student must take all reasonable care to ensure a healthy and safe learning environment.*

Some examples of hazardous materials  
Household cleaners  
Paint and paint cleaners  
Photographic chemistry  
Adhesives - spray & liquid

### The Quiz

The quiz will test general knowledge of the Workplace Hazardous Materials Information System (WHMIS) ONLY. It covers the following

topics: WHMIS legislation, Hazard Classifications and Symbols, Supplier and workplace labels, Material Safety Data Sheets

- To take the on-line quiz you must have a Ryerson User Name and Password. Do Not Use Safari as your browser to do this quiz - it will not work.
- You have 45 minutes to answer the questions and you must get 100% to pass the quiz. You may take the test as many times as you need to.
- An email will be sent to you when you pass the quiz. Keep this email as a back up confirmation that you passed the quiz.
- You must have Acrobat Reader to download your certificate.
- To print your certificate sign back into the quiz site and go to "Certificates" -- if the printing feature fails, then please request a certificate by sending an email to [cehsmadm@ryerson.ca](mailto:cehsmadm@ryerson.ca)
- Print a copy of the quiz and bring it to an Image Arts Cage for processing. You will need to do this to get access to equipment and labs. You will not get access immediately so get your certificate in as early as possible for processing.
- Keep a copy of the pdf for your records you may need it.
- Your certificate is valid for 2 years but Image Arts will honour it until you graduate from the program that you are in when you took the quiz.
- Review reference material on CEHSM (Centre for Environmental Health, Safety & Security Management) web site.  
<http://www.ryerson.ca/cehsm/QuizPages/WHMISonlinequiz.html>

#### Quiz Link and reference materials:

<http://www.ryerson.ca/cehsm/QuizPages/WHMISonlinequiz.html>

(Do not use Safari as your browser to do the online quiz)

#### WHMIS Quiz Certificate

Students must hand in a copy of their certificate when they are getting their Cage Access, if they do not have their certificate, at this time, they must give a copy to one of the Cage Technicians at a later date to get access to facilities.

Keep a copy of the Certificate in a safe place. WHMIS certification will remain valid, for Ryerson University, until the student finishes their degree.

Consistent with the intent of the Student Code of Conduct:

*Each student must take all reasonable care to ensure a healthy and safe learning environment.*

Blank WHMIS Labels can be found on line at  
<http://www.imagearts.ryerson.ca/operations/whmis.html>

If you need help or have any questions please contact Processing and Facilities Technician, Mindy Wiltshire-Gibson at VIC806, ext. 7591, [mindywg@ryerson.ca](mailto:mindywg@ryerson.ca)

#### **Studio and Sound Stage Safety**

Whether you are working in the photography studios or the sound stage, there are certain guidelines to abide by:

- Never work alone.
- Open flames, toxic substances or dangerous materials are not permitted.
- Animals used as subjects, models or props must be controlled at all times.
- Children are allowed in the studio / sound stage as models only but must be supervised at all times by a caregiver other than the photographer / film crew.
- A basic understanding of electrical power (e.g. breakers, lights, electrical distribution boxes, flash equipment, etc) and the dangers of equipment misuse is required.
- If you don't know - ASK.

The photography studio has additional specific safety precautions that you must be aware of:

- Caution must be exercised when using stepladders, ladders and the plat-form ladder as the floor may be slippery. Use the buddy system when using elevation devices.
- Flats are top heavy and very prone to tipping over if pushed from the back. Use extreme caution when moving any flat. Move them from the ends and near the bottom; use two people when moving large flats. If it starts to tip - step back! You will not be penalized for accidental damage incurred while observing safe studio procedures.
- Never sit or place heavy objects on studio light tables.
- Never place studio 'hot' lights under the light tables. They will melt.

The sound stage has additional specific safety precautions that you must be aware of:

- Proper use of the scaffold (outriggers, brakes and safety harness) must be understood and strictly adhered to.
- Flats / set pieces must be securely attached and braced with jacks and sandbags.
- Knowledge of the safe and proper use of the grid is required. Never stand below the moveable grid as it is being raised or lowered. Safety

chains must be used to secure lights hung from the grid. Barn doors must also be attached to the grid or light.

- Knowledge of grip equipment is required before access will be granted.

### **Lights**

All students will undoubtedly use lights in the School of Image Arts at some point; therefore, here are some pointers to keep in mind:

- If you raise a light or boom above five feet, always use a sandbag on the bottom of the stand.
- Never reposition lights in the raised position.
- Watch your fingers or hands when working with the stands or booms.
- Use gloves when redirecting the 'hot' lights.
- Do not place lights near flammable material or plastic.
- Broken lights are to be placed in the back room of the studio where the lights are stored. Please fill out an EMR tag for each item that needs to be repaired.
- Do not use any kind of tape on the lights. Use wooden clothespins or metal clamps.
- Always lower lights and roll up the cables when finished.

### **Print Finishing Room**

Before using anything in the print finishing room, knowledge of mat cutters, paper trimmers and heat presses is required.

## **GENERAL PRECAUTIONS**

### **Personal Safety**

There could be times when you find yourself working in the building while there are very few people around and you may have concerns for your personal safety. A downtown campus such as Ryerson does tend to attract the occasional wanderer to its buildings and in spite of regular checks by Campus Security, the reality is that at times it is quite easy for an outsider to walk in unnoticed. It doesn't happen very often but when it does, it is usually just a case of someone trying to get out of the cold. To be on the safe side, keep these tips in mind when working in the building during irregular hours:

- Whenever possible, do not work alone.
- Notify cage staff if you see someone suspicious in the building so they can investigate or call Campus Security.
- Know where the nearest telephone is. All phones in the University buildings indicate the numbers for Campus Security in case of emergencies and non-emergencies.
- Use your common sense. If someone who doesn't appear to belong in the building asks for your help, refer the person to the cage or find someone near your work area to go with you.

### **Emergencies**

To reach Campus Security in the case of personal or medical emergency, dial 416 979 5000, then dial 1, followed by 8000. In case of serious injury of an otherwise nature, St. Michael's Hospital Emergency is located at 30 Bond Street. First aid kits are located in the front office, all three cages, workshop and in the Processing Technician's office.

### **Theft**

Theft of personal or borrowed school property from the premises has been known to happen from time to time. Do not take chances by leaving your items unattended in the studio or in an unlocked darkroom. Also, avoid storing camera equipment in your locker overnight or during the weekends when there are fewer people around to deter theft. If you see someone who seems to be paying a little too much attention to you and/or the contents of your locker, call Campus Security.

### **Insurance**

As an Image Arts student, you will be borrowing and/or accessing highly professional equipment on a regular basis. On the up side, the benefits of borrowing are obvious - it would be impossible for you to personally own even a fraction of the equipment used here and having been trained on it lets you compete in a highly competitive workforce once you graduate. On the down side, every time you sign out a piece of equipment, you are in fact signing a contract to assume virtually full liability in the event of loss, theft or damage.

### **Property Insurance**

Every student is covered by the same insurance policy at Ryerson. The policy has two components: property and liability. Equipment loss or damage falls under property, which currently has a deductible of \$50,000. This means that each time you sign out equipment from the cage, you are responsible for paying the first \$50,000 for repairs or replacement if that equipment is lost, stolen or damaged. Needless to say, this amount of coverage offers students very little protection. You may want to talk to your insurance agent about what kinds of coverage options there may be for you.

### **Liability Insurance**

The liability clause of Ryerson's policy offers significantly better protection to students in the event of an accident or damage to public/private property while filming or photographing away from campus. For example, you can be sued if someone trips on a cable that you have placed on a city street while filming but if it can be proven that you are a registered student of Ryerson and that the activity that caused the accident was directly related to course work, you will not be held financially accountable as Ryerson's insurance policy will cover you. The same is true if an accident occurs while shooting on private property. Should property damage occur and the owner decides to seek retribution, the policy will cover you, again, provided the incident occurred while working on an assignment.

Occasionally, you will be asked to produce a Certificate of Insurance from the University as proof that you are a full-time student with coverage in the case of an accident. Typically, only government or large public-sector organizations such as the TTC will request this from you but a request can come from anyone who is not willing to take your word that you are a student with coverage. Whether or not you obtain this certificate, your coverage is active. If you get a request for a Certificate of Insurance, contact the Insurance & Administrative Assistant in the Finance Department at extension 5013. It takes five business days to prepare so make sure you notify the Insurance & Administrative Assistant as soon as you know you need one.

Negligence is inexcusable and costly in any situation, no matter which party ends up ultimately responsible for damages. Liability insurance is there for you in case of an accident - it is not a license for you to be careless or to take avoidable risks. If a lawsuit arises from a situation you are involved in, though you may not be held financially accountable, the paperwork and red tape you would be forced to endure in defending yourself would be punishment enough. As a full-time student, you do not have that kind of time and energy to spare, so if only for your sake, take all precautions and act responsibly in every situation.

**Note:** The policy covers equipment used outside of Ontario; however, the Insurance Office must be advised before leaving. Off-campus equipment losses must be reported to police immediately in order for the insurer to accept liability. On-campus equipment losses must be reported to both Campus Security and the Insurance & Administrative Assistant in the Finance Office.

## Survival Tips

### Orienting Yourself

There are floor plans located at the back of this book indicating the location of all classrooms and labs in the VIC building. Feel free to ask for directions from cage staff or technical staff. As soon as floor plans are available for the Image Arts building at 122 Bond Street, they will be uploaded to replace the plans now on our site.

### Completing Assignments

Remember that when you have an assignment due, so do a lot of other students. Plan your equipment and facility needs in advance. Do not assume that the cages will always have everything you need.

### Equipment Failure

We cannot guarantee that equipment will not fail, so plan your out-of-town shoots carefully. For local shoots, the cage can often replace or repair a broken item. The rental of any replacement equipment must be at your own expense.

### Purchasing Supplies and Lab Orders

All payments for supplies and lab orders must be made with a Ryerson OneCard. These debit-type cards can be serviced at the OneCard Office located JOR02 in Jorgenson Hall (on the lower ground floor). Your card can also be serviced (up to a certain amount) using a CVC (Card Value Centre) machine located around campus.

### The 'Half-hour Rule'

Labs are often reserved for in-class use, though all lab space is not always occupied by students in a scheduled class. In this case, all other qualified students may use the available facilities beginning thirty minutes after the class has begun. This allows students with priority a chance to get a lab before they are released to all students.

### Processing Machine Jams or Related Problems

Report immediately to the Processing Technician at the Kerr Photography Cage or to the Facility Technician. Technicians can be paged at the cages.

### Lab Lock-Out

Report to the Cage and ask for an available technician. Faculty members also have keys to most labs.

### Lost Ryerson OneCard or Facility Key

Report to the Cage manager.

### Lost or Damaged Equipment

Report to the appropriate cage.

### Unavoidable Lateness

If you are stuck in the field with equipment that is due back, call the appropriate cage before the equipment is due and ask for a short extension. Depending on the situation, they can usually allow you enough time to get back.

## Cage Employment

The cages employ approximately ten to fifteen students during the regular school year. Most hiring is done in early September. If you are interested, please contact the cage manager in VIC747. Please bring your timetable with you.

**Rogers Communication Centre (RCC)**  
Recording/Mixing Theatre, Audio Facilities, New Media  
Faculty Offices  
**School of Interior Design (SID)**  
Carpentry Workshop  
**Victoria Building (VIC)**  
Digital Capture Studios, Linear & Non-Linear Editing, PIC,  
Computer Lab, MFA Lab, VIC Stills Cage, Film Cage, Faculty  
Offices

An interactive map is available on the Image Arts Website:  
[www.imagearts.ryerson.ca](http://www.imagearts.ryerson.ca)

## Campus Maps

Image Arts Facilities on Campus

### Victoria Building (VIC) 7<sup>th</sup> Floor - Student Facilities

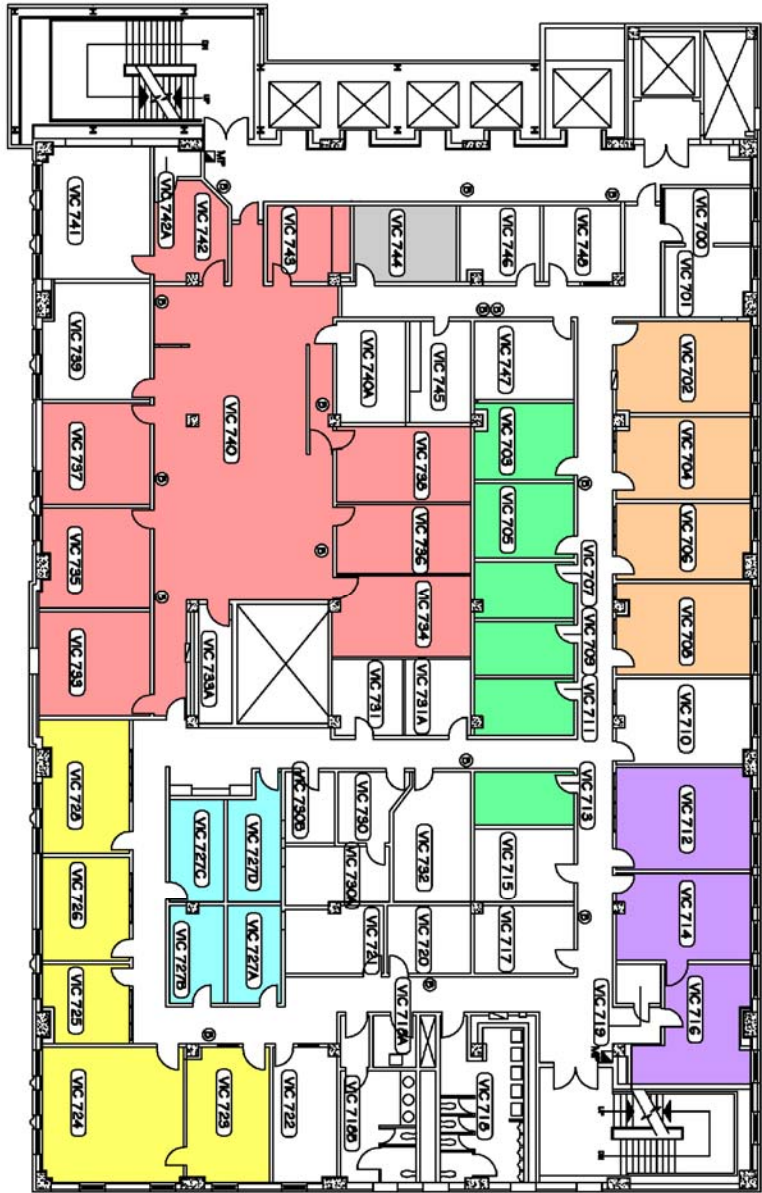


**Kerr Hall West (KHW)**

Darkrooms

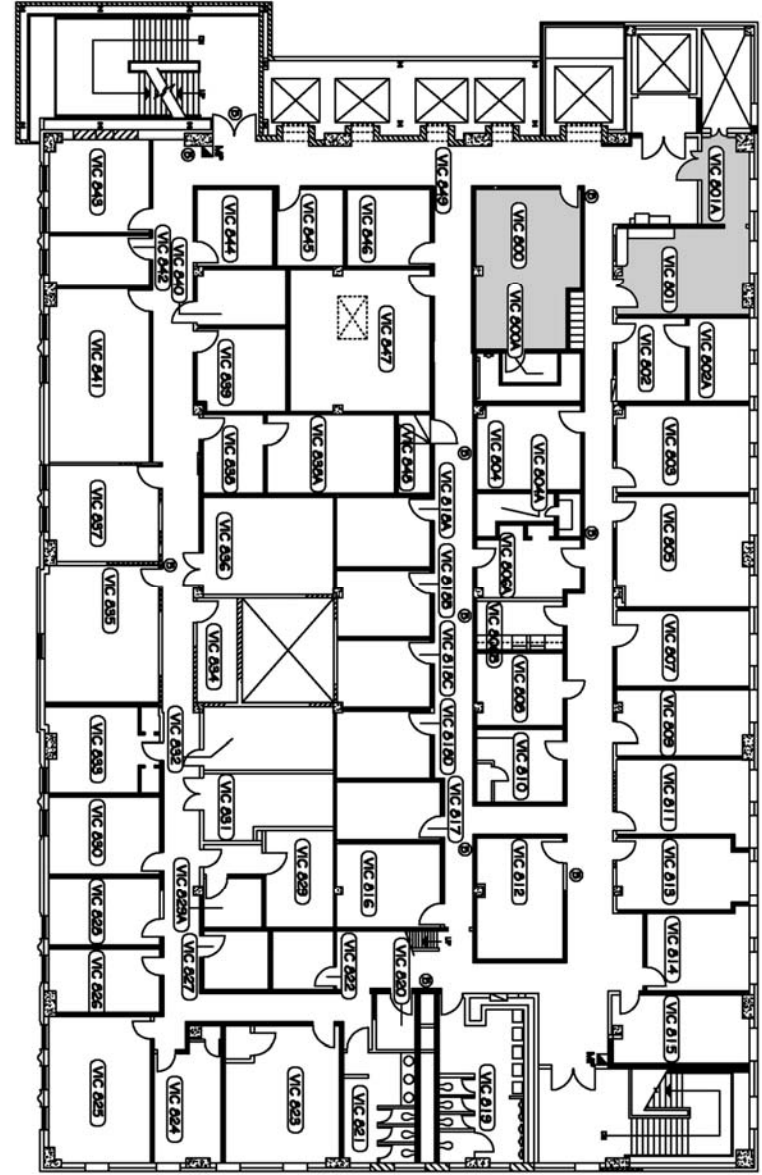
**Kerr Hall South (KHS)**

Administration Offices, Mira Godard Study Centre, PPCM Lab



Orange - Stills Studio  
 Green - Non-Linear Editing  
 Blue - Linear Editing  
 Purple - Photographic Imaging Centre  
 Pink - MFA Lab  
 Yellow - Computer Lab  
 Grey - VIC Stills Cage

Victoria Building (VIC) 8<sup>th</sup> Floor - Faculty Offices / Film Cage/ New Media Cage



Grey - Film / New Media Cage

Kerr Hall West (KHW) Ground Floor - West Kerr Hall Darkrooms

