

Tyler Junior College Photography Lab Rules

- Photo Labs are for class use only. **NO COMMERCIAL USE OF ANY TYPE IS PERMITTED.**
- The lab assistant's primary duty is the check-in station. See your instructor for questions concerning your assignments. The lab assistant will handle setting up lines and remixing chemicals. The lab assistant is the authority during open lab hours. Students who refuse to cooperate will be reported to their instructor and will lose points off the current project. Lab suspension may also result.
- Persons using the photography labs or studios must be enrolled in a class that requires use of those areas.
- No guests or children are allowed in the photography labs. Children **cannot be left** unattended in the hallways.
- Offensive language is not permitted. Noise, such as loud talking, should be kept to a minimum to ensure an optimal learning environment for everyone. Persons engaging in this behavior will be asked to leave the lab and their instructor will be notified.
- No music or talking is allowed during lecture time.
- Cell phones must be turned off in the black and white lab. No music is allowed during lab time without headphones. Reckless behavior or horseplay is not permitted in the lab. Persons engaging in this behavior will be asked to leave the lab and their instructor will be notified.
- **Food and drink** are not allowed in the lab. Smoking is not allowed in the lab.
- Pornography, lewd, offensive or inappropriate material is not permitted in the lab or studio. Failure to abide by this policy will result in the student being banned from the lab and a report filed with Campus Safety. The student will be required to meet with the Dean of Students pending a final decision.
- Students are responsible for cleaning up their work area before leaving. Return ALL trays, beakers, and pitchers to their designated locations. Turn off enlargers safe lights and close negative carriers. Failure to comply may result in lab suspension.
- The student should clean up paper cutter areas immediately after use.
- Students must return all equipment or materials checked out from the lab assistant before leaving the building. All equipment checked out to the student must be returned on time and in the same condition. **The student will be required to pay to have any damage lost, or stolen equipment repaired or replaced.**
- The lab phone is not for student use. Pay phones are conveniently located in Pirtle Technology across from the snack bar.
- Students are expected to abide by all policies in the TJC Student Handbook when they are on campus. A student caught violating any regulations may be issued a warning or expelled from the lab depending on the seriousness of the offense.
- Questions or comments regarding lab policy or other open lab issues should be directed to the Program Director.

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Studio Rules

1. Reservations

- Students should reserve appointment with the lab assistant in checkout.
- The studio is available for photography students who are currently enrolled in classes requiring studio use.
- No commercial use of the studio will be allowed.
- The studio is available by appointment only. Check with the lab assistant for available times.
- Studio time is normally limited to two hours per week per student per class.

2. Equipment Checkout

- You must have your Student ID card to use the studio.
- Sign in and out with the lab assistant when checking out and returning equipment.
- Be sure the correct items are in the camera case.
- You, the student, are responsible for any broken or damaged equipment. Be sure all equipment checked out to you is in good working order and any damage is noted before you take the equipment.
- All equipment must be returned to and checked in by the lab assistant. Students are responsible for broken and damaged equipment and will be required to pay to have the equipment repaired or replaced.
- Return all items in the studio to their proper place (backgrounds, lights, props to the prop closet, etcetera).
- Push all of the lights to the wall and clean up your mess. This includes vacuuming the floor if needed.

3. White Lightning

- The White Lightning units have modeling lamps for viewing. These bulbs have only a three-hour life. Please do not burn them any longer than absolutely necessary.
- They should not be used for lighting in the exposure booth.

4. Exposure Booth

- The exposure booth lights must not stay on any longer than is absolutely necessary to take the light meter reading and make the exposure. There should be two bulbs in each bank of lights. These lights are tungsten bulbs.
- The overhead lights should be turned off during your exposure.
- Additional spotlights can be added for spectral highlights.
- Be sure to turn off all lights and roll up the background when finished.