

SMFA Studio / Lab Access Policies 2014 – 2015
All Hours/Policies subject to change

Name	Ceramics – A005 – Jason Pacheco jpacheco@smfa.edu x3690						
Requirements	<ul style="list-style-type: none"> ✓ Any student not previously enrolled in an SMFA ceramics class must have an interview with an area faculty member in order to work or process any work in the department. ✓ The faculty member will review the procedures and safety specific to work flows in the area. ✓ No materials like clays or glazes may be brought into the area for use or firing without clearing it with Ceramics Faculty. ✓ Only students that have been trained and cleared for firing may fire kilns in the area. <p><i>*The same guidelines for training apply to clay mixing and glaze mixing.</i></p>						
Access Policy	<ul style="list-style-type: none"> ✓ The Ceramics area has open access to the studio, glaze lab, works in progress storage shelves, and the kiln room. ✓ Clay available (white stoneware and sculpture stoneware) in the main studio. ✓ Specialty clays like factory pre-pugged white stoneware, cone 9 porcelain, cone 6 porcelain, and Miller low fire slip must be purchased. ✓ The procedure for purchasing these clays is as follows: <ul style="list-style-type: none"> ○ Pay at the school store, bring your receipt to a faculty member or the Ceramics Technician during class hours and the clay will be taken out of storage for you. No one is available to retrieve clay on Saturday or Sunday. 						

Name	Film & Animation – B015, B031, B113 – Gregory Mahoney gmahoney@smfa.edu x3873						
Access Policy	<ul style="list-style-type: none"> ✓ Access is available to any student enrolled in a Film/Animation classes ✓ Access is available by special permission of the Film/Animation faculty if the student is not enrolled in a Film/Animation class. 						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	8.30AM-10.00PM	8.30AM-10.00PM	8.30AM-10.00PM	8.30AM-10.00PM	8.30AM-6.00PM	12 Noon-6.00PM	12 Noon-6:00PM

Name	Mac Lab – B211 – Stephen Bailey sbailey@smfa.edu / helpdesk@smfa.edu x4067						
Access Policy	<ul style="list-style-type: none"> ✓ Open to all students with a valid SMFA student ID. <p>The Mac Lab has two 13-seat iMac Classrooms, and the 10-seat Foyer with the Adobe Creative Cloud Suite, Microsoft Office, FontLab, Sketchup Pro, and various other software. The Lab includes black & white printing and has several scanners.</p>						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	8.30AM-10.00PM	8.30AM-10.00PM	8.30AM-10.00PM	8.30AM-10.00PM	8.30AM-6.00PM	8:30AM-6.00PM	12Noon-6:00PM

Name	Mission Hill Computer Lab - Stephen Bailey sbailey@smfa.edu / helpdesk@smfa.edu x4067						
Access Policy	<ul style="list-style-type: none"> ✓ 24-hour access to all Graduate and Post Bac Students. <p>Located on the 2nd floor of the Mission Hill Building</p>						

Name	Advanced Production Lab – A212 – Sarah Gaw sgaw@smfa.edu phone: tbd						
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Access Policy	<ul style="list-style-type: none"> ✓ No overnight or unsupervised access allowed. ✓ The lab is open to any member of the SMFA community. <p>The Advanced Production Lab houses the large format Epson printers and by mid-fall 2014, will also house a large Laser Cutter and small plastic 3D printer. Equipment will be operated by staff, but interested students may work directly with staff to complete their projects.</p>						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	12PM-8PM	12PM-8PM	12PM-8PM	12PM-8PM	12PM-6PM	12PM-6PM	Closed
Name	Media Stockroom – B011 Dan O’Connor doconnor@smfa.edu Laura Beth Reese lreese@smfa.edu x3674						
Access Policy	<ul style="list-style-type: none"> ✓ No overnights allowed. <p>The Media Stockroom houses equipment from Photo, Video, Sound, Film, Animation, Performance, and the General Access category. Any list in the listed areas will use equipment from the stockroom and can only be accessed through a clearance from that department. General Access however, is available to anyone.</p> <p>Some equipment available in General Access is:</p> <ul style="list-style-type: none"> - Video Projectors - DVD Players - Zoom Audio Recorders - Tripods - Card Readers - DSLRs - Point and shoot cameras (photo and video) - Computer speakers - Microphones <p>Equipment can be checked out for 24-48 hours during the week and 72 hours on the weekend (Friday to Monday). You can also make reservation up to 2 weeks in advance.</p> <p>http://mediastockroom.smfa.edu</p>						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	8.30AM-10.00PM	8.30AM-10.00PM	8.30AM-10.00PM	8.30AM-10.00PM	8.30AM-6:30PM	12Noon-6.00PM	Closed

Name	Photo D-Lab – B019 – Christopher Maliga cmaliga@smfa.edu x3616						
Access Policy	<ul style="list-style-type: none"> • Access is limited to students who are enrolled in or have taken a Photography course. • No overnight allowed. • Courses may be using labs during the week. • D-lab hours may be subject to change depending on courses and review boards. <p>*See additional access policy handout for Photo</p>						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	12.00Noon - 2.00PM	12.00Noon – 2:00PM	12.00Noon – 2.00PM,	5.00PM- 8:00PM	12.00Noon – 2:00PM	12.00Noon - 6.00PM	12.00Noon – 6:00PM
	5:00PM – 9:00PM	5.00PM- 9.00PM	5.00PM- 9.00PM				

Name	Photo Darkroom – B011 - Christopher Maliga cmaliga@smfa.edu x3616						
Access Policy	<ul style="list-style-type: none"> • Students must be cleared on the Photo Area Health and Safety Guidelines before using the darkrooms. • Courses may be using the darkrooms during the week. • Printing equipment is available at the Media Stockroom. 						

	<ul style="list-style-type: none"> No overnights. <p>*See additional access policy handout for Photo</p>						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	8:30AM-10:00PM	8:30AM-2:00PM; 5:00PM - 10:00PM	8:30AM-2:00PM; 5:00PM - 10:00PM	8:30AM-6:00PM	8:30AM-6:00PM	12:Noon-6:00PM	CLOSED

Name	Photo Project Studio – B003 - Christopher Maliga cmaliga@smfa.edu x3616						
Access Policy	<ul style="list-style-type: none"> Overnight allowed for graduate, post bacs, and advance undergraduate students with authorization and training. 						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	8.30AM-10.00PM	8.30AM-10.00PM	8.30AM-10.00PM	8.30AM-10.00PM	8.30AM-6.00PM	12.Noon-6.00PM	Closed

Name	Printmaking – A104 & A106 Emily Lombardo elombardo@smfa.edu x4018						
Access Policy	<ul style="list-style-type: none"> ✓ You must be enrolled in the class in the area. ✓ All shop safety procedure specific to the studio should be followed. ✓ You <u>must be pre-approved</u> by faculty and/or the Area Tech. ✓ You must have a release form on file with Student Affairs and the Print+Paper Area. ✓ You must sign up by 4.00PM on the night you wish to do an overnight (by Friday 4.00PM, Saturday or Sunday nights). ✓ You must have a partner (who is also pre-approved). ✓ You must be safe and clean up after yourself, per the area handbook. 						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	12.00PM-2.00PM 5:00PM - 6.30PM 9:30PM-12:00AM No Monitor Available	12.00PM-2.00PM 5:00PM - 6.30PM 9:30PM-12:00AM No Monitor Available	12:00PM - 2:00PM, 9:30PM-12:00AM No Monitor Available 6PM-9PM Monitor	12:00PM - 2:00PM, 5:00PM - 6.30PM 9:30PM-12:00AM No Monitor Available	12:00PM-2.00PM, 5.00PM-12AM No Monitor Available	8AM-10AM 4PM-12AM No Monitor Available 10AM-4PM Monitor Available	8AM-10AM 4PM-12AM No Monitor Available 10AM-4PM Monitor Available

Name	Papermaking – A108 - Emily Lombardo elombardo@smfa.edu x4018						
Access Policy	<ul style="list-style-type: none"> ✓ Access available during the assigned lab hours given below. 						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	8.00AM-12:00AM No Monitor Available Monitor Available 5:00-9pm	8.00AM-12.00AM No Monitors Available	5:00PM - 12.00AM Monitor Available 6.00pm-9.00pm	5.00PM-12.00AM 5PM-8PM Monitors Available	8:00AM - 12.00AM No Monitors Available	8.00AM-12.00AM No Monitor Available	8.00AM-12.00AM Monitor Available 12.00-4.00PM

Name	Print and Paper - Emily Lombardo elombardo@smfa.edu x4018
Access Policy	<ul style="list-style-type: none"> ✓ Overnight hours are between midnight and 7am. Only SMFA Grads, Post-Bacc and advanced Undergrads (with pre-approval) are allowed to stay overnight in the Printmaking and Papermaking studios. Overnights are NOT ALLOWED in Silkscreen. ✓ You must be pre-approved by your faculty and/or the Area Tech. ✓ You must have a release form on file with Student Affairs (and the Print + Paper Area too, please). ✓ You must sign up by 4pm on the night you wish to do an overnight (by Friday 4pm for Friday, Saturday or Sunday nights). ✓ You must have a buddy (who is also pre-approved). ✓ You must be safe and clean up after yourself, per the area handbook. <p style="text-align: center;">Please refer to the policies and hours for Printmaking, Paper and Screen</p> <p><u>Failure to adhere to the overnight policies may result in loss of privileges.</u></p>

Name	Silk Screen – A203 - Emily Lombardo elombardo@smfa.edu x4018						
Access Policy	<ul style="list-style-type: none"> ✓ The screen printing studio is open for use when classes are in session during the fall and spring semesters. ✓ To gain access, student must be enrolled in SMFA screen printing class or have permission from the instructor. Names are then added to an access list at the guard's desk. ✓ Student may use the shop outside of class-time to print and work on projects independently by checking out a key room the security guard at the front desk. ✓ Students only have access to the exposure until during posted monitor hours. ✓ There are no overnights allowed in the studio. 						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	8.00AM-6.30PM, 10.00PM-12AM	5.00PM-12AM 12PM-2PM (no monitor), Monitor 6.00PM-9.00PM	5.00PM-12AM 12PM-2PM (no monitor) Monitor 2PM-5PM 6.00PM-9.00PM	8AM-12AM 12PM-2PM (no monitor) Monitor 6.00PM-9.00PM	8.00AM-12AM Monitor 12.00PM-3.00PM	8.00AM-12AM Monitor 12.00PM-4.00PM	8.00AM-12AM Monitor 12.00PM-4.00PM

Name	Sound – A201 – Gabriel Solomon gsolomon@smfa.edu x4109						
Access Policy	<ul style="list-style-type: none"> ✓ All equipment access needs to get approved by the sound area rep. ✓ If a graduate student needs a digital audio interface, a set of speakers, or several pairs of headphones for installation, they should email the sound area rep or the faculty. ✓ Access to Zoom hand-held digital audio recorders (eight in total) does not need prior approval from the area rep. 						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	A201: 5:30PM-9:30PM Back Studio 9.00AM-12.00AM	A201: 5:30PM-9:30PM Back Studio 9.00AM-12.00AM	A201: 5:30PM-9:30PM Back Studio 9.00AM-12.00AM	A201: 5:30PM-9:30PM Back Studio 9.00AM-12.00AM	A201: CLOSED CLOSED	A201: 12:00PM-5:00PM Back Studio 12:00PM-5:00PM	CLOSED

Name	Video – B115 – Stephen Decky sdecky@smfa.edu x3672						
Access Policy	<ul style="list-style-type: none"> ✓ Graduate students must be currently enrolled in a video class to use the equipment and lab computers. Equipment access varies by class, but it is typically: <ul style="list-style-type: none"> ○ Video I – Basic Camera, microphones, and light kits. ○ Video II and Video III – Access to all video area equipment. ✓ All video equipment is kept in the media stockroom and may be reserved up to two weeks in advance. Equipment may be checked out for 24 hours and over the equipment. It is not possible to use the video area's equipment during the winter or summer break. ✓ All video students are welcome to use the video lab's computers when a class is not in session. ✓ The lab is open for select hours given below. 						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	12.00PM-2.00PM; 5.00PM-10.00PM	12.00PM-2.00PM, 5.00PM-10.00PM	12.00PM-2.00PM, 5.00PM-10.00PM	12.00PM-2.00PM, 5.00PM-10.00PM	12.00PM-2.00PM	10.00AM-3.00PM	CLOSED

Name	Welding – A002 – Adam Cowell acowell@smfa.edu x3719						
Access Policy	✓ No overnight or unsupervised access allowed.						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	9.00AM-9.00PM	9.00AM-9.00PM Class: 9.00AM-12.00PM, 2.00PM-5.00PM	9.00AM-9.00PM	9.00AM-9.00PM	9.00AM-9.00PM	1.00PM-6.00PM	1.00PM-6.00PM

Name	Woodshop – A205 – Brad Spavin bspavin@smfa.edu x3047						
Access Policy	✓ No overnight or unsupervised access allowed.						
Hours	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	8.00AM-6.30PM Class: 12.00PM-2.00PM	8.00AM-6.30PM Class: 9.00AM-12.00PM, 2.00PM-5.00PM	8.00AM-6.30PM Class: 6.30PM-10:00PM	8.00AM-6.30PM Class: 6.30AM-10.00PM	8.00AM-6.30PM Class: 9.00AM-12.00PM	2:00PM-6:00PM	2:00PM-6:00PM