

Concordia University
Darkroom and Classroom Etiquette

Colour Darkroom

Please, please TALK often and clearly in the dark. Announce your location at all times.

LISTEN as well as talk in the dark. Always let people know where you are going.

Open and close the door to your individual enlarger room very gently. All the rooms are connected: vibration cuts sharpness.

When you are finished printing, please turn off the main timer switch, unlock the enlarger head, and remove all your debris from the darkroom, including tape or whatever.

The students must always walk on the right along the long corridor (in relation to the direction they are going). If someone has a colour enlarger room on the left side as you enter, they must still walk on the right and then ANNOUNCE when they cross the hallway.

No HEADPHONES or PHONES anywhere in the darkroom areas, including in the finishing areas.

Minimum size for test prints: 8x10 and 5x14 (half the 11x14 sheet cut lengthwise).

Never tear your paper. Always use the print cutter or scissors.

Everyone should announce which processor they are using, Colex or Kreonite.

Do not use tape on your images when printing. More often than not, the tape gets caught in the machine and causes it to break down.

Leave all your belongings (knapsacks, bags etc) in your locker, if possible or on the floor under the tables of the colour viewing area.

Do not put feet up on the tables. These tables should remain clean and used for prints only.

Share the use of the magnetic wall. Once you have viewed your print or test strip, remove it, so that others have a chance to view their prints.

Do not bring food or beverages in the darkroom. This also includes the viewing area.

Clean up after yourself, do not leave any of your things or garbage behind. This includes unwanted test strips and other sundries.

Classrooms

Classrooms should be kept clean at all times.

Please throw away coffee cups, bottles, newspapers etc. Do not leave them on the floor or on the tables.

Classroom tables should be kept clean at all times. They are to be used for viewing prints and taking notes. No Food.

No Eating at all in classroom, unless there is a special occasion approved by the teacher.