

LAB MANUAL for PHOTOGRAPHY & IMAGING MAJORS

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Equipment Hub Telephone: 212-998-1925

Photo Department websites: www.tisch.nyu.edu/photo

Department Email: tischphoto@nyu.edu

Department main line: (212) 998-1930.

I. RULES AND REGULATIONS

A. LAB HOURS (Reservations must be made on our facilities page for all spaces)

DIGITAL LABS & EQUIPMENT CAGE	STUDIOS + DIGI LABS	FILM PROCESSING (Darkrooms Closed)
MONDAY	10:00AM - 10:00PM	10:00AM - 9:00PM
TUESDAY	10:00AM - 10:00PM	10:00AM - 9:00PM
WEDNESDAY	10:00AM - 10:00PM	10:00AM - 9:00PM
THURSDAY	10:00AM - 10:00PM	10:00AM - 9:00PM
FRIDAY	10:00AM - 10:00PM	10:00AM - 9:00PM
SATURDAY	12:00PM - 8:00PM	12:00PM - 7:00PM
SUNDAY	Closed	Closed

Students habitually unable to clean up and remove themselves from the floor by closing time will have their lab privileges suspended.

B. WHO CAN USE OUR FACILITY

1. Current photo & imaging majors regardless of what courses they're taking who have made a reservation online via our facilities page or the QR codes posted around the department.
2. Non-majors currently enrolled in photo & imaging courses who have made a reservation online via our facilities page or the QR codes posted around the department. If you are enrolling in any course beyond the introductory level, you are required to consult with your teacher to determine which equipment you plan to use and to arrange for technical instruction. Merely enrolling in a course does not automatically qualify you to use the same range of equipment that is available to a photo & imaging major. Arrange tech-outs through Adam or Jacob. Failure to do so may result in the revocation of your facilities or equipment privileges.
3. Non-major TAs who have made a reservation online via our facilities page or the QR codes posted around the department.

C. Important Rules and Regulations

- Abide by all rules and regulations in the [Tisch Handbook](#), University Policies & Procedures, local state and federal laws, and general common sense.
- Students must agree to **wear a mask** at all times while in the department and maintain 6 feet (2 meters) of **social distance** between others whenever possible.
- Students are expected to stay up to date with and **follow all health and safety guidelines** as issued by the University and available to view on the NYU returns website:
<https://www.nyu.edu/life/safety-health-wellness/coronavirus-information.html>
- Smoking (including vaping) is **not permitted** in the building.
- Insurance and school policies forbid alcoholic beverages in all areas of the department, except during special events.
- **Eating is not allowed anywhere** in the department, but you may drink water as needed in the common areas of the department. Drinks are not permitted in any of our digital lab areas.
- **Do not touch the Zoom Carts** (large TV stands) located around the department, they are to be used exclusively by Faculty and staff.
- All music players must be used with headphones in the facilities.
- Dogs are not allowed in the building, and especially not on the 8th floor.

D. CHECK-OUT

Students may check out one and only **one camera** along with **two lenses** at any one time. Any further exceptions must first be approved by Adam or Jacob. Students may check out a range of equipment from the department, but we encourage you to acquire your own equipment during your years here so that you will be prepared to

work after graduation.

What can the equipment be used for?

Hub equipment is expressly for use by students to complete their curricular work and not for commercial use. Students are encouraged to use their skills for paid work but equipment for commercial purposes needs to be rented from an outside source like Milk Studios, Adorama Rentals etc and build into the costs of the shoot.

On Premises:

Students signing out equipment for use in the dept. must present their ID card to a TA in the Hub. Cards are returned when the equipment is returned.

Off Premises:

Students may borrow equipment for **1 day**. Note: Certain equipment is reserved for advanced students. Anyone requesting equipment must be instructed in its proper use. Consult Adam, Jacob, or your teacher for particulars.

***** OFF PREMISES CHECKOUT IS FOR UP TO 1 DAY. *****

***** EQUIPMENT MUST BE RETURNED BY 7PM, MONDAY - SATURDAY *****

*****EQUIPMENT CHECKED OUT ON SATURDAY IS DUE BACK BY 10AM, MONDAY*****

Equipment (if not reserved) may be renewed for one extra day by calling the Hub. Overdue equipment cannot be renewed. See below for policy on requests for extended rentals.

***** YOU ARE 100% FINANCIALLY RESPONSIBLE FOR LOSS OF OR DAMAGE TO EQUIPMENT SIGNED OUT TO YOU. *****

*****CHECKED-OUT EQUIPMENT IS TO BE USED SOLELY BY THE STUDENT IT IS CHECKED OUT TO, FAILURE TO ABIDE BY THIS RULE WILL RESULT IN REVOCATION OF CHECK-OUT PRIVILEGES*****

E. EQUIPMENT

Equipment available to all photo majors for check-out (up to 1 day):

- 35mm film SLR's (Pentax, Nikon, Canon, Olympus)
- Sony a7 series mirrorless cameras and lenses
 - Except the the most advanced Sony mirrorless cameras (a7RIII's), which are not available to freshmen without special permission
- Most Canon DSLR's & Lenses
 - Except the two most advanced DSLR's (Canon 5D MkIV and 5Ds), which are not available to freshmen without special permission
- Rolleiflex, Pentax 67 and Fujica 6x9 medium format cameras (must receive tech-out in class-- covered in P&I analog)
 - Other medium format cameras require a tech-out from a professor, Adam, or Jacob

- Lowel & Smith Victor hot lights
- Vivitar, LumoPro, Canon & Nikon on-camera flashes
- Zoom audio recorders and audio accessories
- GoPros
- Other accessories such as tripods, carts, reflectors, stands, bags, etc

Not sure about a particular item? Get in touch with Jacob to find out specifics.

Special Equipment

1. **The Hasselblad 500c/m cameras are available to advanced medium format shooters.** Students must see Adam or Jacob for a tech-out to gain access to this equipment. Lighting instructors may also perform tech-outs on this equipment in class.

2. **Studio Electronic Flash** equipment (including Profoto D4, D2, and B1x and B10) can be used only by students currently enrolled in, or who have successfully completed the Lighting class, and any juniors & seniors working on a project that specifically warrants their use and who have been teched-out by Adam or Jacob.

3. **Large Format Cameras, Lenses, and Accessories** are available to students currently enrolled in, or who have successfully completed the Large Format Class, and any juniors & seniors working on a project that specifically warrants their use and who have been teched-out by Adam. That equipment includes:

- 4x5 Wista and Toyo Field Cameras
- 4x5 Calumet, Toyo, and Sinar Monorail Cameras
- Large format lenses, 90mm - 240mm
- Pentax Spot Meters
- 65mm Rodenstock 4x5 lens with graduated ND filter
- Two 8x10 Deardorf Field Camera kits
- 4x5 Horseman kit (doesn't leave the dept.)
- 8x10 Horseman kit (doesn't leave the dept.)

4. **Leaf Digital Back.** We have a Leaf Aptus 65 digital back that fits on our Mamiya 645 AFD. It is available to advanced students with permission and training from Adam or Jacob.

F. OFF PREMISES RESERVATION POLICY

Students should reserve equipment by calling the Hub at 212-998-1925 or by emailing Jacob Watkins (jacob.watkins@nyu.edu) in advance. For a list of available equipment, see the Hub Gear Guide in the Department Facilities section of tisch.nyu.edu/photo

G. LATE EQUIPMENT RETURN

Students who keep equipment beyond the checkout deadline and have not phoned

the Hub or emailed Jacob to explain their situation, (illness or other emergencies) will not be allowed to sign any equipment out for **one week for every day late**. In certain cases, the Department may allow students to complete a community service project instead of serving out the entire cage privilege suspension.

Extended rentals can be arranged in certain cases. If you wish to request an extended rental, please email Jacob Watkins or Adam Ryder at least one week in advance.

Repeat offenders will be ineligible to take equipment out of the department. If equipment is not returned at the end of a semester a student's grades may be withheld, and their account with the Bursar's Office will be charged for the missing/damaged items. In certain cases, the Department may choose to initiate disciplinary proceedings for theft in conjunction with NYU Public Safety and the Tisch Dean's office and/or the NYPD.

H. **LOCKERS / STORAGE**

Lockers are currently not available or accessible to any students. We will keep the student community updated and informed if and when this policy changes.

Large flat files at the end of the 719 Broadway hallway and in room 817 are available to juniors and seniors for the storage of printed works.

Students are not permitted to store items in the cage for any amount of time.

II. . **FACILITIES**

SANITATION: The classrooms, studios, digital labs and common spaces of the department will be sanitized at intervals by the NYU cleaning staff (CBS). Additionally, spray bottles with sanitizing spray and disposable towels for cleaning working and common surfaces will be provided by the University and located conspicuously in each room. The staff, faculty and students will all be expected to work together to help keep the department clean and safe and we encourage you to make use of the provided sanitizing products whenever possible. The technical staff will be responsible for regularly sanitizing Cage equipment and the keyboards and mice available for checkout in the digital labs and will help sanitize the department's spaces overall.

A. **ON PREMISES RESERVATION POLICY**

The reservation sign up sheets are no longer located in the Hub, but instead have been moved online. Studio reservation time is available on our website underneath the Department Facilities heading of the DPI website menu (<https://dpi-cage.hosting.nyu.edu/easyappointments/>). Space is reservable up to two weeks in advance. You may reserve up to **4 hours** per week per production class.

The 4 hours can be split between different rooms, but cannot exceed 4 hours total per week, per production class. Finally, reservations must be made a MINIMUM of 3 hours in advance of your starting time.

ANYONE WHO RESERVES MORE THAN THEIR SHARE OF HOURS WILL HAVE ALL THEIR RESERVATIONS FOR THE WEEK ERASED.

Reservation No-Shows, and the 15 Minute Rule:

Students who fail to appear within 15 minutes of their reservation forfeit their time, and the reserved station or room becomes available for use. You should call the cage (212- 998-1925) to inform the TA's if you are going to be late, or if you are not going to show up for a reservation. Students who repeatedly don't show up for reservations will suffer dire consequences at the hands of the inconvenienced.

B. FILM PROCESSING

Rooms 809 & 811 are available for film loading or processing as of Fall 2021.

C. DARKROOMS - BEGINNING B&W DARKROOM ("BD") & ADVANCED B&W DARKROOM ("AD")

- **All darkrooms are currently closed for the Fall 2021 semester. We will update you when we plan to reopen our analog facilities.**
- **All Darkrooms will be open to SENIORS ONLY in the later half of Spring 2022**

D. DIGITAL LABS (ROOMS 803 & 827)

SANITATION The digital labs will be sanitized by the NYU cleaning staff (CBS) at regular intervals. Additionally, a spray bottle of 70% isopropyl alcohol solution or an equivalent sanitization spray provided by NYU will be made available in the labs, along with wipes, for students, faculty and staff to sanitize their computer station. You are encouraged to sanitize any computer station before and after each use. If you plan to reserve a computer for use, your keyboard and mouse will be sanitized for you prior to check-out in theHub. As always, **wash your hands** regularly with soap and water for 20 seconds at a time throughout the day and avoid touching your face.

Access Control The digital labs are equipped with ID card tap access - this access will be enabled for the Fall semester and doors to the labs will be kept open while the department spaces are open for student use. If for any reason a door should be closed and locked, please see Adam, Jacob, or Edgar.

Usage and Reservation To maintain social distancing guidelines set forth by the CDC and enacted by NYU, students wishing to reserve computer lab stations must reserve a station in advance. To reserve a computer lab station, visit our website's Department Facilities section "Appointments" (<https://dpi-cage.hosting.nyu.edu/easyappointments/>) and select one of the "computer usage" options.*

*Students who reserve a computer must agree to use only the computer station that they have reserved.

Hardware. All stations are Mac Pro or iMac computers, with calibrated monitors. Each machine includes a "Mars" partition to save your work. These workspaces are *not* for permanent file storage - they are for short-term storage only. **Always back up.** We highly recommend the use of external hard drives and cloud storage as a way of storing, transporting, and archiving your digital media. Feel free to see us about our current recommendations. You can also use the PIXIE server to transfer files between computers. Storage space is limited, and the files are periodically deleted. Your NYU Google Drive account is a great place to store important files.

Digilabs contain several high-quality input/output peripherals distributed among the various stations. These include:

Scanners

- 1 Hasselblad/Imacon Flextight 848 film scanner, **tech out required**
- 1 Hasselblad/Imacon Flextight , **tech out required**
- 1 Hasselblad/Imacon Flextight , **tech out required**
- 5 Epson flatbed scanners for flat art or film
- Several Nikon CoolScans for film

Dedicated Ink-Jet Printers

- Epson Stylus Photo 4880, (8-color, ultrachrome printing up to 17"x22")
- Epson Stylus Photo 3800 (8-color, ultrachrome printing up to 17"x22")
- Epson Stylus Photo 4900 (10-color, ultrachrome printing up to 17"x22")
- Epson P800 (10-color, ultrachrome printing up to 17"x22")
- Epson P5000 (10-color, ultrachrome printing up to 17"x22")
- Epson P10000 wide format printer (44"). **Tech Out Required**
- Epson 9800 wide format printer (44"). **Tech Out Required**

Network Printers

- HP 4200 Duplex B&W laser printer (8.5"x11"), nicknamed "Edwina".
- Ricoh multifunction color copier/scanner/printer (up to 11x17)

Software. All the stations have a host of imaging, design, video, and web building software.

You may not install additional software without special permission from Edgar or Adam.

Food. *Food and beverages are prohibited in the labs!* This rule is strictly enforced! One spilled soda could cost the department thousands of dollars in computer repair. Expect that if you're caught, you'll lose access to the labs for a week.

See the posted signs outside the digilabs for any additional or late-breaking rules

E. **STUDIOS**

There is a maximum reservation time of 4 hours per student per day to be used consecutively. Students may reserve a total of 6 hours per week per studio/production class that they are currently enrolled in. Studio reservation time is available on our website underneath the Department Facilities heading of the DPI website menu (<https://dpi-cage.hosting.nyu.edu/easyappointments/>).

SANITATION Studios will be cleaned by the NYU cleaning staff (CBS) at regular intervals. In addition, a spray bottle of 70% isopropyl alcohol solution or an equivalent sanitization spray provided by NYU will be made available in the studios, along with wipes, for students, faculty and staff to sanitize any working surfaces they come into contact with, such as chairs, tables and stools. You are encouraged to sanitize these and other working surfaces before and after each use. As always, **wash your hands** regularly with soap and water for 20 seconds at a time throughout the day and avoid touching your face.

STUDIO RULES:

- **No more than 4 people** are allowed in any studio at any one time.
- **Proper social distancing** (6 feet away) should be kept between any two or more people whenever possible.
- **Masks must be worn** in all studios by all people present at all times, **including models.**
- Clean up after yourself-- make sure to allow 30 min at the end of your reservation for cleanup time. Get a staff member to sign a **studio inspection form** before you leave.
- No flames or fire
- No smoke machines (haze in a can is the only acceptable form of haze)
- If your shoot includes contents which might be considered shocking or offensive (anything more than PG13) you must take measures to ensure privacy. Cover windows, lock doors. If you are in 828, use v-flats to create a corridor from the elevator to the door.
- Glitter, confetti, sparkles, and powders are strictly prohibited.

828 - Only students currently or previously enrolled in the Lighting class, and seniors

(with permission from tech staff or a professor) can reserve time in 828.

Cyclorama Procedure - Students

The cyclorama studio is a shared resource. The following procedures are required in order to keep it clean and nice for everyone to use.

1. **In order to use the cyc**, you must **reserve it online** then, check out a key to the cyclorama fence from the Hub. This fence is to be locked at all times except for when the cyclorama is not in use
2. Protective shoe covers, "booties", must be worn on the cyc at all times unless a model's feet will be shown in frame in which case they can remove their booties to have their picture taken.
3. Booties are available in the labeled box next to the cyclorama, if you notice that the box is empty or running low, please inform a Hub TA, the lab tech or myself and we'll see that it is refilled
4. Light stands, c-stands, booms and tripods and other large objects should not come in contact with the surface of the cyc. Instead, please put down a large brown (masonite) square tile on the cyc first, then place your stand or object on top.
5. Do not rub dark clothing, especially blue jeans, on the cyclorama, it makes terrible stains! [Please refer to this video](#) to see what I mean.
6. Skateboards, bicycles, anything with wheels are strictly prohibited.
7. -No liquids of any kind are allowed on the cyc!
8. -As with all our studios, glitter is not allowed as it is nearly impossible to clean up and harmful for the environment.

804 (in 719 B'way) This room functions as a multi-use space (classroom, project room, and studio space) and is therefore not always available - see the [reservation calendar](#) online about availability.

When you're ready to use either of the studios, go to the Cage and sign out what equipment you need and get a room key. Check the condition of the room

immediately and note any problems. It should be clean and neat, with everything put away, stored, and rolled up.

When you're finished using either studio:

1. Roll up and trim and seamless backdrop paper and store it away.
2. Clean up all debris and close any open windows.
3. Carefully dismantle equipment and return it to the cage, or wherever it belongs.
4. Have a TA inspect the studio and fill out a studio inspection form.

F. HISTORICAL PROCESSES (Rooms 822 and 818)

These rooms, as with all the DPI darkrooms will be closed for the Fall semester.

G. PRINT FINISHING + LARGE FORMAT PRINTING (Room 816 + 817)

Any students with a need to utilize the large format 44-inch printers in Room 817 (Digi Lounge) should contact Adam Ryder (ar5990@nyu.edu) in advance if they have not previously used these printers before as a tech out is required. A reservation must be made in advance online.

H. LIBRARY

Copy Machine: is for faculty & staff use only. See Jacob or the receptionist if you need to request permission to make copies.

I. CLASSROOMS

Students wishing to use these rooms for work on projects may do so when the course schedule permits. Please see the schedule in the cage. The rooms may not be used just prior to classes when faculty and staff often have to set up materials or for class.

Lab Manual Acknowledgment

- I have read and agree to follow all rules, policies, and procedures outlined in this document.
- I understand that consequences will result from any and all policy violations.
- I will do my part to be a responsible and respectful member of the community.
- I will clean up after myself.

Print name: _____

Signature: _____

Date: _____