

Corvidae Press (a non-toxic print studio): Centrum Artist in Residence Studio Orientation

Welcome to Corvidae Press! We're happy that you are here to use our beautiful studio. One of our members will be giving you an in-person walk through and this outline is a handy reference of our studio's basic policies/procedures.

Centrum Artists-in-Residence (AIR) must provide all their own materials including inks, paper, matrixes, paper towel, cloth towels for blotting paper, gloves, tools, newsprint, etc. for personal use as well as any specialized materials. **We are a non-toxic studio:** we expect you to know and abide by these rules. Corvidae provides the space with printing presses, photo exposing units and cleaning materials.

Questions?: Please contact your Centrum Residency representative and/or a Corvidae board member (the list with phone numbers is on the bulletin board) and we will be happy to help.

Opening/closing the studio:

- Centrum Artist in Residence contact will have Building 205 and Corvidae studio key for you
- On closing the studio, Please remember to test studio doors to make sure they are shut completely! This might require a good 'slam' of our old doors to shut and fully engage the lock. Give the door a good test pull to make sure it's secure when you leave.
- Sign in/out booklet; Please give name, date, time you arrive and leave, and activity
- Lights are located on the far wall of each room. Please turn them off if you are the last person to leave the studio.
- We have a portable air filter located in the press room; please use when you are in the studio.
- The bathroom key is located by the hallway door on a big crow keyring. Bathroom (unisex) is down the hallway to the right. Please re-lock the studio door and hang the key back up on its ring.
- Studio heat control is located in the press room next to the brayer storage and in the sink room by hall door. Feel free to turn the heater on if you are chilly, but PLEASE TURN THE HEAT OFF when you are closing up.

Clean Area (the front room where sink and flat files are located)

- No ink, or plate inking: nothing that can stain/mar paper
- Paper tearing table
- Glass for photo etching
- Flattening boards –located on top of studio members' flat files. Please use newsprint between blotters
- Drying rack – try to not monopolize the rack so others can use it.
- Bring a portfolio or something to transport your prints home for longer term drying.
- Photo Etching Room: Exposure unit; instructions for use are on the table next to the unit. Currently the "homemade unit" is not functioning correctly, DO NOT USE.

Print Library

Please keep these books in the studio – you're welcome to look through them as well as any posted materials in the studio.

Sink Area

- It's your responsibility to clean and dry the sink out after you use it– thank you!
- Paper soaking trays are located under blotting table; larger trays are in the photo exposure room next to file cabinet.
- Bring your own blotting towels. Wet towels? You may hang them up to dry with hanger/clips so they're ready for your next use; when you finish your time please remember to take them with you.
- Recycle bin – located by the back entrance under sign in book.
- General garbage cans are located in each room. If full, please take across lot to the "smashing unit" behind the Commons building.

Inking/Press Room

- We are an eco-friendly printmaking guild - please do not use solvents or mineral spirits of any kind in our studio!
- Oil inks are fine to use: but you need to use vegetable oil only to remove ink from plates (you'll find lots of phone book pages, newsprint etc. underneath the table where extra inks/supplies are stored)
- Odds and ends shelves – are for Corvidae member experimentation and use only.
- Rubber gloves/paper towels/newsprint – for Corvidae members to use only.
- Brayers – you may use, but clean (vegetable oil or soap/water only!) and replace: keep the curtain drawn to preserve the rubber. Please do not use any solvents on the brayers as it damages the rubber.
- Phone books – great for wiping plates/brayers clean of most ink

Printing Press Review

- Felt batts: please keep them clean; protect with newsprint over plate/printing paper
- Rollers- no sharp edges on your plates
- Clean hands only, to keep blankets in good, clean order

Small Ettan press:

- Washable surface- use newsprint to protect the blankets
- Plate goes face down on paper
- Paper over plate to protect the blankets
- Start with little pressure first time through and gradually increase
 - pressure, turn clockwise
 - less pressure, turn counterclockwise
- This press has no stops! Pay attention and stop rolling before it gets to the edge
- Press can run both directions
- Take pressure off the roller when through and check to be sure blankets move freely when you are through
- Clean off any ink that may have gotten onto the press bed

Whelan Press (middle) (We have a short video on the calendar web page on how to use it.)

- Washable surface- use newsprint to protect the blankets
- Paper over plate
- Newsprint over paper to protect the blankets
- Start with little pressure first time through and gradually increase
 - pressure, turn clockwise
 - less pressure, turn counterclockwise
- Press can run both directions, but bed stays stationary while roll moves across
- Take pressure off the roller when through and check to be sure blankets move freely when you are through
- Clean off any ink that may have gotten onto the press bed

French Tool Press: Big Press on End

- Make sure felts are smooth-double check
- Gradually increase pressure, one side first, then the other and repeat
- This press has a stop!
- When done, take pressure off the rollers and make sure blankets can move freely under rollers
- Clean off any ink that may have gotten onto the press bed

Cleaning up the Printing Area

- Use knife or razor blade and wipe blade on paper, buff out glass with semi-clean paper rummaged from recycle and/or trash bin
- When glass is clean, wipe it with rag and water/windex or vinegar spray so it is ready for the next printer

Thank you and have a marvelous printmaking experience at Corvidae!