

B026 Graphic Arts Studio Policies

Studio Manager Information:

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**Please Contact 617.627.3376 for issues with computers or software.
Press “1” and speak with a representative to have a technician paged to location
for issues interrupting class instruction.**

B026 Studio Overview:

The Graphic Arts Studio in B026 is a classroom and work space for teaching and learning in a variety of print and paper media. It contains tools for working with these media both by hand and on the computer.

B026 Studio Access:

B026 is open and available when the building is open, and is unavailable while classes are in session. A schedule of classes is posted on the main door.

B026 Studio Capabilities:

- B026 has 2 iMac workstations, a color printer, and a dedicated LCD TV station. TV Connection through HDMI or USB-C Adapter.
- Epson Expression 10000XL (12x17”) scanner – Please handle with care. Do not use abrasive, or hard 3D objects. The glass can scratch or break if not delicately handled.
- Adobe Cloud Note: A valid adobe ID can be used to access software in the lab. **Tufts provides students with free access to Adobe Creative Cloud. For more information: <https://tufts.onthehub.com/>.**

B026 Materials Policy:

What Materials are allowed in the studio?

B026 is a Low Hazard Studio. Art making materials that will not leave an indelible mark are allowed. No Materials can be stored anywhere in B026 Studio.

Specific Materials not allowed in C110:

Any pigment or material that can spread easily, or requires special handling, or cleaning materials are NOT allowed. No Powders, No Solvents, No Material that creates an odor. Please utilize the appropriate studio space for these materials.

Cleanliness Policy:

Only food or drink in closed containers is allowed in B026.

Leave the studio the way you would like to find it. Please discard any trash or recycling, including paper scraps.

Alcohol wipes are available for cleaning the keyboard and mouse at each computer workstation. Do not unplug or relocate any equipment.

Storage Policy:

There is no storage for personal items or artwork in B026. Any items left behind will be subject to disposal. Data on Computers can NOT be retained. Make sure to back up all of your files to an external hard drive or cloud storage before logging out of a computer.