

# SMFA ANIMATION STUDIO POLICIES

## B113 & B016

The following is a summary of the Animation studio safety policies and studio usage protocols. These should be followed both **during** and **outside** of class time. If you have any questions or would like further elaboration on anything listed in this document, please direct them to the Animation Area Studio Manager.

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OFFICE | Room B022 (Near the Photo Area in the basement)

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# STUDIO ACCESS

## METHOD OF ACCESS

The Animation Studios are accessible via KeyCard/ID swipe access. Students are welcome to use B113 24/7 so long as a class is not scheduled in the room. The class schedule is posted on the door.

## WHO GRANTS ACCESS?

If you are enrolled in an Animation course, you will be added to the KeyCard access list indefinitely.

If you are not enrolled in or have not taken an Animation course, you can request access by reaching out to the Studio Manager.

# SAFETY PROTOCOLS & HAZARDS

## EMERGENCY PROCEDURE & CONTACT INFO

To report a fire, call 911 immediately.

If there are any incidents, please report them to Tufts University Police Department (TUPD). You can do this by alerting the guard on duty at the security desk at the entrance of the building or by calling TUPD at 617-627-6911.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

No materials require gloves, masks, respirators, etc.

## SAFETY DATA SHEETS (SDS)

There is a binder with SDS on all permitted materials located in the Shared Materials Closet inside of B113.

## CLAY OVEN

When working with the toaster oven dedicated to baking clay, please abide by the following guidelines:

- NO FOOD allowed. Clay ONLY.
- Be sure to turn off when done.
- Plug directly into a wall outlet, not into an extension cord or power strip.

The clays will release toxic fumes while baking, so the oven is no longer food safe. If you cook edible products in this oven, you risk the food becoming contaminated with toxic material.

## HOT GLUE GUNS

Always be sure to UNPLUG the hot glue gun when you are done using it. Please use the standing prongs on the front of the glue gun to keep the tip from coming in contact with the table or any flammable materials like paper.

# SUPPORTED STUDIO PROCESSES

The studio is designed to support animation. Any material involved in the animation process that will not damage the technology/equipment in the space or present a safety or health hazard is permitted.

See Studio Materials section for more information on specifically can and cannot be used in the studio.

# STUDIO EQUIPMENT

## COMPUTERS

All of the computers in the Animation Studios are outfitted with the following software:

- Adobe CC (including After Effects, Character Animator, Illustrator, Photoshop, Premiere Cut Pro)
- Dragonframe 5
- Wacom Desktop Center (to connect/calibrate Wacom tablets)
- Ableton Live
- Blender

- DaVinci Resolve
- Maxon Cinema 4D
- Microsoft Office Suite
- Touch Designer
- Unity

### DOWN SHOOTING STATIONS

The studios are equipped with down shooting stations that consist of a computer, monitor, LED lights on adjustable arms, and an adjustable camera mount.

B113 has x11 down shooting stations each with:

- two LED lights
- one camera mount
- one Apple Mac Studio computer
- one Eizo monitor

B016 has x1 large down shooting station with:

- four LED lights
- one camera mount
- one Apple Mac Studio computer
- one Eizo monitor

After using the down shooting stations, ALL of the adjustable arms must be reset to their neutral position for the next artist. The arms should not be removed from the individual stations or shifted from one station to the other.

### MULTIPLANE

B113 has a plexiglass multi-plane that has 5 layers of acrylic plexiglass. Please be careful not to scratch the acrylic sheets.

### SHARED TOOLS

There are basic tools in the Shared Materials Closet.

Please return these tools to the Shared Materials Closet when you are finished using them.

- Animation peg bars (3-hole punch & acme punch)
- Scissors
- Rulers

- Hot glue guns
- X-acto knives
- Pliers & wire tools
- 3-hole punch
- Staplers

If there are any issues with the studio equipment, please contact the Studio Manager. These tools are NOT allowed to leave the studio and will NOT be replenished during active semesters if tools go missing.

### ADDITIONAL EQUIPMENT

There are Animation Kits with DSLR cameras, Wacom Intuos Pro tablets, light tables, seamless green screen backdrops, and much more available for checkout in the Media Stockroom located in the basement!

## STUDIO MATERIALS

### WHAT MATERIALS ARE ALLOWED?

You may use any materials for your animating so long as it isn't toxic or damaging to the technology/equipment in the space.

### MATERIALS NOT ALLOWED IN THE STUDIO:

The only exceptions are the following:

- Materials requiring ample ventilation such as
  - oil paints
  - solvents
  - epoxies
  - resins
  - loose powdered pigments/charcoal/graphite, etc.
- Aerosols such as
  - spray paint
  - fixative
  - spray adhesive, etc.

Materials requiring fume extraction can be used using a snorkel fume hood in the Plaster & Mold Making Studio (A314).

Aerosols can be used in the Spray Booth (A304).

### WHAT MATERIALS ARE PROVIDED FOR FREE?

There are some assorted materials for artists to play around with in the Shared Materials Closet. Please keep in mind that these materials are shared for the whole community and shouldn't be monopolized for the production of an entire project. They are here for artists to play around with and experiment with. These materials will not be replenished during the semester. Only during semester breaks (Winter & Summer break).

Examples of materials:

- Paper/cardstock
- Clay
- Yarn
- Sand
- Sharpies
- Crayons
- Tape

## ARTWORK STORAGE

### WHERE CAN ARTWORK BE STORED?

There is limited space on the shelves in B113 that are open for short-term storage of in progress artwork. The space is first come first served and limited to semesters and will be cleared during semester breaks.

\*Be sure to label work with your FULL NAME and year of graduation.

### HOW LONG CAN WORK BE STORED?

The computers in the studios could be updated or wiped at any time but will *definitely* be wiped clean during all semester breaks. Best practice is to always save your work to an external hard drive or cloud storage such as Box.

All artwork must be removed from the studios before the last day of the semester (the last day of review boards). This applies to the end of the Fall AND Spring semester. Anything left behind after that will be destroyed and thrown out.

## STUDIO ETIQUETTE

The studio is a shared resource. Please do not willfully limit other's student's access to studio resources.

Such as (but not limited to):

- Locking yourself inside one of the down shooting rooms in B113
- Leaving entire setups in B016 past the time you have reserved the space for
- Hoarding consumable materials and tools from the Shared Materials Closet

If you are found doing so you may face studio policy violation consequences.

## STUDIO CLEANLINESS

When working in the studios, please leave them cleaner than when you entered.

Remove any trash, food, drinks when you are done working.

Return all supplies and materials to the Shared Materials Closet in the proper bins.

Please try to recycle when possible. If you are going to recycle any food containers, please make sure they are emptied. The general rule is if someone can tell *what* you were consuming in the food container, then it is not clean enough to be recycled.

## B016 ADDENDUM

B016 is the Animation Project Suite. This studio only supports one user at a time and can be reserved ahead of time through the Studio Reservation System in Web CheckOut.

Materials should not be stored in this room at any time. Any materials left behind are subject to disposal.

PHEW! Thank you for reading through this document! If you have any questions, comments, or concerns please email the Studio Manager.

Updated Summer 2023 | Helen Rose Driscoll