

RISO Studio & Policies

A207 – Low hazard studio

Studio Manager: Louis Meola – louis.meola@tufts.edu

Overview

The SMFA RISO Studio provides an array of digital equipment for out-putting printed media. Students may explore zine making, finishing publications, printing designs, and finishing digital editions. The studio also supports a variety of binding and cutting equipment.

Studio Manager hours will be posted on the door each week along with monitor hours during open studio times. The best way to reach the Studio Manager is through email: louis.meola@tufts.edu

Studio Access

- Students enrolled in a RISO Studio course will receive key-card access to the studio, and are permitted to use the equipment introduced in their class(es) upon completion of an in-class safety authorization.
- Students may use the RISO Studio during their class sessions or during open studio time. Students are NOT permitted to use the facilities during a scheduled class in which they are not currently enrolled.
- Open studio time is any time during the day that there is not a class scheduled inside this studio. A current class schedule is posted on the main door of the studio.
- Authorized users are given key-card access, and do not require supervision by a Studio Monitor.
- Overnight access is granted to pairs of students and must receive prior approval by the Studio Manager or faculty.
- Undergraduate students do not have access to the RISO Studio during Thanksgiving, Summer, and Winter breaks.
- Undergraduate students do have access during Spring Break.
- Always check your Tufts email for Monday Holidays and school closures.
- After you have received access, access will be granted again each semester after reaching out to the Studio Manager.
- The Studio Manager is the only person who can grant access to the studios.
- Students who are currently enrolled in a RISO class (A207) may have access to the RISO Studio. If a student has taken a class in the past, they may request access from the STUDIO MANAGER, but need to attend the scheduled safety talks. All students who wish to gain access to this studio will need to attend the studio orientation talk and fill out the studio agreement form.
- Students CANNOT let other students who do not have access into the studio.
- Students are required to reserve certain equipment in the RISO Studio via WebCheckout. Access on WebCheckout is given for each piece of equipment on which a student is trained.
- Students cannot use reservable equipment without a reservation and may be asked to stop using equipment until a reservation is made.

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Studio Safety and Emergency Procedures

- In case of injury: Inform the Studio Manager, faculty, or Studio Monitor. They will contact TUPD and file an Incident Report if needed. In the case of a serious emergency, call TUPD immediately **617.627.6911**. Do not wait for the Studio Manager, monitor, or faculty, just call!
- Do not EVER use the studio while intoxicated or impaired. This applies to alcohol and recreational drugs. If a faculty member, Studio Manager, or monitor notices you're intoxicated or impaired, you will be asked to leave.
- INFORM YOURSELF. If you have any concerns about the materials being used in the studio, refer to the Safety Data Sheets (SDS) in the red and yellow binders around the studio. You have the right and responsibility to know about the potential health hazards associated with the materials you use, and how to protect yourself.
- THERE ARE NO STUPID QUESTIONS. Ask the Studio Manager or your faculty if you don't know how to do something, where a tool goes, where materials are, etc. We would rather take the time to answer your question than to see you hurt yourself or someone else.
- In case of Fire or Fire drill, stay calm and exit the building immediately using the nearest stairs; do NOT use the elevator.

Studio Etiquette and General Rules

- The Studio Monitor provides assistance as needed and maintains the studio throughout the day. While you are encouraged to ask questions, you are responsible for completing your own work and cleaning up after yourself.
- The Studio Monitor cannot provide trainings. Please reach out to the Studio Manager if you wish to be trained on equipment not covered in your class sessions.
- Take note of the designated **clean areas** in the shop and remember to never place any beverages or inky materials on these surfaces.
 - **Clean areas** include: the RISOGRAPH machines, tabletops, guillotine paper cutter, Kuttrimmer paper cutter, computer stations, vinyl cutter, and large format Epson printer.
- BE AWARE OF YOUR SURROUNDINGS:
 - No cell phone calls are permitted in the studio. Take your call out into the hallway.
 - Headphones are not permitted while operating presses and other equipment.
 - Handle all equipment appropriately as instructed. This includes both RISO Studio equipment as well as all the shop electronics.

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Cleanliness

- It is your responsibility to leave the print studio as clean or cleaner than you found it. Plan to allot 30-45 minutes for clean-up at the end of your studio time.
- Pay careful attention during equipment cleaning demos and take notes. Fragile equipment such as printers and cutters can be damaged by improper cleaning.
- The studio provides rags and other cleaning materials necessary for the proper cleaning of the RISO Studio.
- Before leaving the studio, wipe down all surfaces that you used during your class or printing session. This includes RISOGRAPH machines, RISOGRAPH machine paper feeder, tabletops, guillotine paper cutter, Kuttrimmer paper cutter, computer stations, vinyl cutter, and large format Epson printer, etc. No trace of ink should be left behind on any tool or surface.
- Be sure to sweep up and collect paper scraps.

Materials

- The only materials that are allowed to leave the studio are materials you purchased.
- A variety of consumables are free to students. These consumables must not leave the studio. Inform a Studio Monitor, faculty, or the Studio Manager if any consumable has run out.
- Any outside paper, book board, or illustration board must be approved by the Studio Manager or Faculty.

Storage Shelves

- You will be assigned a storage shelf at the beginning of the semester. Items left in storage shelves after the last day of review boards will be thrown away.
- All supplies, materials, and artwork that you wish to store in the studio must go into your storage shelf. Anything left outside of the storage shelf after you leave is subject to disposal or repurposing.
- Take care not to over-fill your storage shelf. This can cause damage to your work and the work of others.
- Remove any unwanted items from your storage shelf at the end of the semester. Do not leave garbage for the studio staff to deal with.

Equipment Lists and Authorizations

- RISOGRAPH Machines– Manager Training or Class
- Large Format Epson – Manager Training or Class
- Vinyl Cutter – Manager Training or Class
- Guillotine paper cutter – Manager Training or Class

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- Kuttrimmer paper cutter – Manager Training or Class
- Coil Binding Machine – Manager Training or Class
- Pro Bind (Adhesive Binding) Machine – Manager Training or Class
- Electric Stapler Machine – Manager Training or Class
- Jogger Machine – Manager Training or Class

For any questions or concerns, please send the studio manager an email. The manager's office is located on the second-floor front stairwell hallway (Edwin Gallery).