

SMFA ANIMATION STUDIO

POLICIES AND PROCEDURES

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STUDIO ACCESS

The Animation Studio is open when the 230 Fenway building is open, except when a class is in session. A current class schedule is posted on the door of the studio. Only currently authorized users are allowed access to the Animation Studio.

Keycard access is granted through the following authorization methods:

- In-class orientation and safety training as part of an Animation course.
- Individual authorization session with the Studio Manager.

Violating studio policies can result in the loss of access to the studio. See [SMFA Studio Policy Violation Guidelines](#) for more information.

STUDIO ETIQUETTE

The artmaking studios at SMFA are communal spaces that are used by many people throughout the day. Each user is responsible for adhering to community standards. This includes:

- Cleaning up after yourself.
- Being respectful of other users' space and artwork.
- Being respectful of equipment and shared resources.
- Not removing non-stationary equipment or non-circulating equipment
- Avoiding excessive and/or wasteful use of the materials provided in the studio
- Reporting issues to the Studio Manager, faculty, or studio staff in a timely manner.
- Adhering to the Tufts [Code of Conduct](#).

Behavior that goes against community standards in Animation includes:

- 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

Violation of these guidelines may result in loss of studio access.

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.

SAFETY AND EMERGENCY PROCEDURES

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 PPE is required in the Animation Studio.

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.
 - 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.
- Be sure to turn off when done.
- Plug directly into a wall outlet, not into an extension cord or power strip.

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 multiplane 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 for the duration of a semester. The shelves 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.

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.

SMFA STUDIO POLICY VIOLATION GUIDELINES

This document outlines the actions which the Studio Team may take in order to keep studio users accountable for not adhering to Studio policies.

TYPES OF STUDIO POLICY VIOLATIONS

The following types of actions either violate the Tufts Student Code of Conduct or create inequity or hazardous conditions in the studios. Definitions marked by * are from the Tufts Student Code of Conduct.

- **Cleanup issues:** Disregarding established cleanup procedures, which are shared by studio managers and/or faculty and may be posted in the studios
- **Misuse of equipment:** Using equipment in a way that is potentially harmful to the studio user or is likely to cause damage to the equipment
- **Misuse of consumables:** Using studio consumables excessively or not for their intended purpose
- **Property Damage and Vandalism*:** Unauthorized conduct that is reasonably likely to or does cause damage, destruction, or vandalism of Tufts property
- **Safety violations:** Disregarding posted signage or instructions from studio managers or faculty or participating in reckless behavior that endangers the studio user or other studio users
- **Theft and Possession of Stolen Property*:** Unauthorized taking of property or possession of property that a studio user knows or reasonable should know was obtained through theft
- **Unauthorized access/entry*:** Entering an access-restricted area by circumventing established security procedures (e.g., using another person's credentials, tailgating authorized individuals into a restricted area)
- **Unauthorized removal of equipment from studios:** Taking equipment from one studio to another, or to private studios, without permission from the studio manager.

- **Violation of other studio policies as stated in the studio-specific policy documents**

ACCOUNTABILITY ACTIONS

The following steps will be taken when studio users violate studio policies in any of the ways listed above.

1. **First violation:** A reminder letter will be sent to the studio user via email, and relevant faculty may be included in the email. The Studio Team may require studio user to be re-trained, correct the situation, or take financial responsibility, depending on the circumstances.
2. **Second violation:** A notice of warning will be sent to the studio user via email, which the studio user can choose to accept or contest through the Student Conduct Resolution Procedure, facilitated by Student Life.
3. **Any additional violation:** Studio users will receive formal notification of the initiation of the Student Conduct Resolution Procedure. This process may result in formal sanctions above a warning and could include restrictions on studio use and access.