

SMFA PROJECT SUITES

POLICIES AND PROCEDURES

**STUDIO MANAGER: CHRIS MALIGA
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The Project Suites refers to six individual computer workstations that each have their own room and include one of two types of scanner. There is also an outer area in B003 containing flat files and tables. The suites provide students with a private room that they can use to scan negatives or other objects, and edit digital files.

SMFA Project Suites Policies and Procedures
Room: B003, B003E-J
Studio Manager: Chris Maliga chris.maliga@tufts.edu
Hazard Level: low

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STUDIO ACCESS

B003 is open and accessible 24/7.

Keys to B003E-J are available at the Media Stockroom.

B003F, B003G, and B003H house Epson flatbed scanners. These do not require authorization, but a recorded training is available from the Studio Manager.

B003E, B003I, and B003J are where the FlexTight scanners live. These scanners require training and authorization by the Studio Manager or faculty.

Flat files can be requested here:

https://tufts.qualtrics.com/jfe/form/SV_57uorqXW3QYln9Q

STUDIO STAFF

The Studio Manager oversees the day-to-day operations of the studio, authorizes users for access, and supervises the Studio Monitors.

Studio Monitors are student employees who provide assistance to users and maintain the Project Suites throughout the day.

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.

Student monitors work in the studio throughout the week. While you are encouraged to ask questions and inform the monitor if there are any issues, the monitor cannot provide instruction on using software, edit your photos, or teach any other skills that you are learning as part of your class.

You may use the studio at any time there is not a class scheduled within, regardless of whether or not a monitor is on duty.

The Studio Manager's office is in room B023, two doors to the left of the Digital Photography Studio. If there is no monitor on duty, please report any issues and direct any questions to the Studio Manager. If he is not in his office, you can e-mail him at chris.maliga@tufts.edu

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](#).

While you are encouraged to ask questions, you are responsible for completing your own work.

CLEANLINESS

There is no food allowed in the studio. Drinks are allowed only in closed containers.

It is your responsibility to leave the studio as clean or cleaner than you found it.

Plan to allot 15 minutes for clean-up at the end of your studio time.

Make sure to back up all of your files and log out of your account when you're done working. There is no guarantee that your files will still be there the next time you use a computer.

Pick up and dispose of any paper scraps, including nozzle checks and test prints. In general, matte papers are recyclable and glossy/luster papers are not.

STUDIO SAFETY AND EMERGENCY PROCEDURES

In case of Fire or Fire drill, stay calm and exit the building immediately using the nearest stairs; do NOT use the elevator.

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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**.

First-aid supplies are provided by TUPD and available at the front desk. They are not permitted to be stored within the studio.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is not required in this studio.

EQUIPMENT

- 26"x34" Seal 500T Dry Mount Press
- B003F, B003G, B003H:
 - Mac Studio computer workstation
 - Eizo ColorEdge calibrated display
 - Epson Perfection V850 flatbed scanner
- B003J:
 - Dell OptiPlex computer workstation w/ Windows 11
 - Eizo ColorEdge calibrated display
 - Hasselblad FlexTight X5 partial drum scanner
- B003E:
 - Dell OptiPlex computer workstation w/ Windows 11
 - Eizo ColorEdge calibrated display
 - Hasselblad FlexTight X1 partial drum scanner
- B003I:
 - Dell OptiPlex computer workstation w/ Windows 11
 - Eizo ColorEdge calibrated display
 - Hasselblad FlexTight 848 partial drum scanner

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.