



Vilniaus dailės akademija
Meno ir dizaino laboratorija

Approved:

2018 - 11 - 08

According to Rector's Order No.VIU – 88/1

PHOTOGRAPHY AND MEDIA LABORATORY

WORK RULES

Photography and media laboratory consists of twelve rooms:

- 407 – where **chemicals are stored, solutions are prepared, a distiller** is available;
- 408 – **students' lockers**;
- 409 – **methodology room, library**;
- 410 – **dryers, work tables, computers and scanner**;
- 413 – **film development** room;
- 414 – **wet process** laboratory;
- 417 and 478 – **animation** room;
- 421 – **inventory**;
- 430 – **audio recording studio**;
- 431 – **photography studios A, B and C**;
- 432 – **audio and video editing** room.

1. Photography and media laboratory studios are available to all students and employees of Vilnius Academy of Arts:
 - who have attended the first aid, labor and electric safety courses and are familiar with equipment / devices instruction manuals and registered themselves in labor safety journal. Courses are held at the beginning of spring and autumn semesters. More information at www.vda.lt;
 - have signed a reciprocal contract with VAA regarding access to laboratory facilities, equipment and tools for educational purposes;
 - must be familiar with Material Safety Data Sheets of chemicals and chemical compounds used in signed form.
2. Photography and media laboratory working hours:
 - a) room 407 from 12:00 till 17:00;*
 - b) room 413 from 9:00 till 18:00;*
 - c) room 414 from 9:00 till 18:00;*
 - d) room 432 from 9:00 till 13:00;

e) room 431 from 9:00 till 18:00;*

*Fridays from 9:00 till 17:00.

Lunch break from 13:00 till 17:00.

3. The following number of students may work at the same time:

- a) 1 student in each of the photography studio rooms (431A, 431B, 431C); 2 hours per student;
- b) 1 student in each of rooms 407 and 430;
- c) 2 students in room 413;
- d) 4 students in room 414;
- e) 5 students in room 410;
- f) 4 students in room 432;
- g) 10 students in room 418.

4. Students, who want to work in photography studios (**A, B and C sections of room 431, Maironio str. 3**) must register in advance and arrange with the head of the laboratory. Reservation sheets for the next week are put up on Fridays. If the studios are no longer needed, the student must remove himself / herself from the list.

5. According to Rector's order No. VI-43 (ūk) regarding the use of laboratory **after working hours** the student or employee must arrange that with the **head of the laboratory** and get a **written permission**.

6. It is prohibited to clutter the photography studio with unnecessary objects.

7. It is prohibited to bring in food and drinks into the laboratory premises and eat there.

8. It is strictly forbidden to smoke in the laboratory premises.

9. Persons under the influence of psychotropic substances or alcohol are not allowed in the laboratory.

10. It is prohibited to switch the power cables on your own.

11. Borrowing mobile inventory (**room 421, Maironio str. 3**) rules:

- a) register in advance (sheets are on the door). You may borrow for up to 3 days;
- b) the borrowing person's name, surname, department, year, contact information (phone and e-mail address), the name and model of borrowed equipment must be written in the lending journal;
- c) the user is **financially responsible for photography equipment and inventory** being borrowed and it must be returned in the same condition as it was when it was borrowed.
- d) passing the inventory to another person is not allowed without the consent from the laboratory staff;
- e) if the equipment is not returned on time, the ability to borrow mobile equipment is restricted and, if repeated, the ability to borrow all mobile laboratory equipment is lost;
- f) the equipment is issued and received during specified hours by laboratory staff responsible for the equipment;

- g) if the equipment is not taken during the reserved day, the equipment may be issued to another person;
 - h) the reservation must be cancelled if it is decided not to borrow the equipment i.e. remove oneself from the list;
 - i) the students must inform laboratory staff about the equipment that is planned to be used during finals;
 - j) the student must report to laboratory employee in charge if any equipment malfunction is observed;
 - k) lecturers, who require equipment for lectures, must provide a list at least one week in advance, or register on the registration sheets.
12. Main safety requirements when working with chemicals and their solutions in laboratory rooms **407, 413, 414:**
- a) tie long hair, no free hanging or loose accessories;
 - b) closed-toe footwear is recommended;
 - c) wearing special work clothing, personal protective equipment (according to specific work carried out: protective gloves, protective aprons, protective goggles) is a personal responsibility of each person working;
 - d) when work is done, clean the workplace (wash laboratory glassware and tools and put into place, wash the work table or tub, turn off the scales).
13. Only responsible laboratory staff may turn on and off the distiller.
14. Chemicals and chemical compounds must be stored in areas that are not easily accessible, in locked cabinets. These places must be marked with distinct safety signs and containers must be marked with visible labels (see section 18 about labelling).
15. Keys to chemicals storage cabinets are issued by laboratory workers in charge only to those users, who have been trained and are allowed to self-prepare solutions.
16. Containers, meant for holding common use solutions, are issued by laboratory employees. Users provide their own containers for storing individual use chemicals and solutions.
17. It is forbidden to prepare solutions in containers designed for food. If a solution is found contained in an inappropriate container, the solutions will be disposed of immediately. Ask laboratory workers in charge about which containers are suitable for a certain application.
18. Solutions / materials and personal belongings, used in the premises of the laboratory, **must be labelled** with **special** informative **notes, labels**, which must contain:
- the name, surname and contact details of the owner;
 - the name of the solution / material / personal belonging;
 - the date of preparation of the solution.

19. **If the solution expires or is not labelled on the container, the solution will be disposed of immediately.**
20. All who have worked and are finished must tidy up their workspaces, turn off computers and other equipment before leaving.
21. After the reviews you must remove your works, return borrowed flashes, synchronizers from room 409, tidy up the photography studio, turn off the power generators, lamps, common room lighting.
22. You must inform the laboratory workers in charge about malfunctions that were observed or happened during work.
23. All working persons must maintain cleanliness, conserve electricity, maintain and preserve Academy's material assets and use materials efficiently.
24. Students working in the laboratory are partially provided with materials.
25. Laboratory staff is not responsible for personal belongings left by the students.
26. **The room 408** has storage lockers. Ask laboratory workers regarding the use of storage lockers. At the end of the school year, before the announced date, the students must clear the lockers and return the keys to the laboratory worker.
27. You may contact the laboratory staff who will always help you should you have any questions.
28. You will lose the right to work in the Photography and media laboratory if these rules are violated three times.