



LAC Ceramic & Printmaking Studios

(Formerly Lee Arts Center)

**5722 Langston Blvd,
Arlington, VA 22207**

Printmaking Studio Manual

LAC Ceramic & Printmaking Studios

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[https://www.arlingtonva.us/Government/Programs/Arts/
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Purpose:

The LAC Printmaking Open Studio is designed specifically for individuals working at advanced levels in printmaking. No ongoing instruction is given.

Participants are expected to be able to function independently in the studio. They are also expected to perform the technical tasks necessary for the operation of the studio as a whole.

The mission of the Cultural Affairs Division is to “create an environment that fosters excellence in the visual arts and that enables artists to thrive.”

Enrollment:

Studio membership fees are collected monthly. As of July 2022, LAC is accepting new members. A waiting list is maintained for those who have inquired about joining the Open Studio program. Prospective members must demonstrate the technical ability to function independently in the studio.

Payment is due on the first day of each month, or within 7 days of receiving an invoice from LAC staff. Invoices will be sent by email. If payment is not made within 2 weeks of the due date membership may be forfeited. All late payments will be subject to a \$20 late payment fee.

Members are assigned personal storage space.

Attendance Policy:

All members must be actively using the facilities to produce work. If a member does not use the studio at least four times in 30 days his/her membership will be forfeited. This will be tracked by sign-in sheets; please remember to sign in when entering the building. Members will be given one warning after the first one-month period that they do not meet the requirement. The second month this occurs membership will be forfeited. If a member wishes to be considered again for membership, he/she must resubmit an application and be placed on the waiting list. In case of extenuating circumstances, such as prolonged illness or physical incapacity, or an extended out-of-town absence, it is essential that individuals inform the LAC Studios director as soon as possible.

Member Benefits:

Classes:

The Lee Art Center Master Workshop program provides opportunities to both members and non-members for advanced instruction. Visiting master artists teach a variety of media.

Member Show and Sale:

Every year LAC Studios conducts a sale. Each participant receives a six-foot table covered in a black tablecloth on which to sell their work. Artists provide their own cash box and handle all their own sales. Each artist is responsible for collecting and paying their own sales tax. LAC Studios collects a 20% commission on all works sold, which must be paid at the end of the day of the sale.

All participating members must attend meetings, help with set-up and break down, provide one dish of finger food for our complimentary food table and perform job assignments associated with the sales. Printmakers generally run a larger group table.

Mini Gallery Shows:

Members may participate in group shows as announced by LAC Studios. LAC Studios collects a 20% commission on all works sold.

Members must pay their own sales tax on items sold in the mini gallery. We will collect the total amount for the work and the sales tax in the form of a check made out to the artist. When the artist collects their check(s) from the LAC Studios office they will then write a check to the Treasurer of Arlington County for the 20% commission that LAC collects on all work sold.

LAC Studios Hours:

Tuesday 10:00am – 4:00pm
Wednesday 3:00pm – 9:00pm
Thursday 10:00am – 4:00pm
Friday 3:00pm – 9:00pm
Saturday 10:00pm – 6:00pm
Sunday and Monday – closed

LAC Studios are closed on all federal holidays.

Inclement Weather Policy:

In case of inclement weather, please call 703.228.4715 or look on www.arlingtonva.us for community center closings.

Membership Fees:

Payments:

Payments for studio fees may be made by cash, check or credit card. We take Visa and Mastercard. All checks must be made out to the Treasurer of Arlington County. Fees are paid monthly.

Full Membership (entitles members to work in studio and to maintain storage space at LAC Studios)

Quarterly Open Studio Membership Fees:

Members can choose from 2 levels of membership

- 1. Full Membership** (entitles members to work in studio and to maintain storage space at LAC Studios)

Printmaking fees for Arlington Residents	519.00 (173.00/mo)
Printmaking fees for non-Arlington Residents	603.00 (201.00/mo)

- 2. Holding Membership** (members have no studio access or storage, holds their place at the top of the waiting list so they may choose to return as a member, may participate in sales and social events)

Printmaking fees for Arlington Residents	50.00 (16.67/mo)
Printmaking fees for non-Arlington Residents	50.00 (16.67/mo)

Studio Use:

In order to maintain a healthy, safe, and efficiently run studio, we ask you to keep the following in mind:

- **Sign in each time you use the studio.** The sign-in sheet is located at the front door.
- **Please clean up thoroughly before you leave the studio.** Put all your belongings away and close the windows. Please make sure that all the presses are unwound, towels or blotting papers are laid out to dry, all trash is disposed of properly, the ventilation hood is turned off and closed, the paper soaking tub is both drained and wiped dry, and all glass inking surfaces are completely free of ink residue.
- **Label all your belongings.** Do not use anything that belongs to someone else without permission. Items that are not labelled can be considered studio property and may be used freely but must be properly maintained. If you leave an item in the studio for general use by other members, you do so at your own risk, and LAC Printmaking Studio, or other members, are not responsible for replacing it or paying for it.
- **Do not ever throw away anything that is not your own.** If you throw away someone else's materials, you will be responsible for replacing them.
- **Help maintain healthy and non-toxic studio conditions:**
 - When in doubt about how to safely handle materials, consult the Materials Safety Data Sheet binder located in the studio darkroom on the bookshelf.
 - All hazardous materials, including but not limited to volatile chemicals, grounds, liquid grounds, and acids, must be used in the chemical hood and stored in appropriate metal cabinets.
 - Used hazardous materials should be kept in labeled containers (please include name and date) in the fume hood until they can be transported to the County HAZ MAT disposal site. Under NO circumstances should these materials be poured down the sink. The studio no longer permits the use of Nitric Acid.
 - Dispose of any paper towels and/or newspapers with solvent traces in one of the red covered trash cans only. Make sure the lid is closed tightly and the enclosed plastic bag is functioning properly. If necessary, close the plastic bag to contain fumes.
 - Keep the lid on the ferric chloride tank. Try not to spill or splash when using the ferric. If you do, please wipe it up. It is a minor skin irritant and can become airborne.
 - Place used rags in the red container labeled "rag storage."

Equipment:

- 28' x 33' studio with good northern light
- Rembrandt elephant printing press (30" x 50" bed)
- Charles Brand printing press (24" x 48" bed)
- Printing Felts in a variety of sizes
- Fisher Scientific Fume hood
- Excellent room ventilation
- Light Exposure unit with large vacuum table (42" x 32")
- Hot Plate (24" x 36")
- Rollers in all sizes, including viscosity rollers
- Flat files and drying racks
- Paper cutters
- Power washer for cleaning silk screens
- Limited paper making equipment
- Vertical etching tank for ferric chloride (18" x 24")

Studio Equipment Use:

Before using any of the equipment, check to see that it is in good working order. If you find damaged equipment, or you damage it yourself, please report it to LAC staff immediately.

Hint: be careful when pulling blankets up not to flip them down onto the side of the press where the gears live. Gears are heavily greased and will soil the blankets.

Some rollers will be marked for water based and some for oil. Please use only as labeled.

Press bed should be in middle of press when not in use. Spring pressure should be kept even and should be released after use. Adjust the pressure point-by-point and not several points at a time.

Storage Space:

Studio members who elect to maintain storage at LAC are assigned two flat file drawers and one cubby, which must be clearly labeled.

Store only paper, small plates, and other lightweight materials in the flat file drawers. No heavy plates, inks, or tarlatans, please.

There is a vertical orange cabinet in the darkroom for plate storage. Each person will be assigned one drawer in this cabinet for their heavy plates.

If you discontinue your studio membership you must remove all personal items within 5 days of the end of your last session. After 5 days any items left in the studio will be considered abandoned and will become the property of LAC Printmaking Studio.