Moore College of Art and Design

Studio Resources Handbook: Information for Faculty, Students & Staff

Version 1.1

Released 1/15/26

Contents

Definitions and Key Distinctions

Academic Studios

In this document, the term "Academic Studios" refers to shared specialized studio spaces (Woodshop, Welding, Ceramics, Plaster, Fab Lab, CNC Lab, Printmaking Photo/Film). "Studio Resources" refers to studio equipment, consumable materials and/or supplies, and studio services that support teaching, learning, and artmaking.

Classrooms/Computer Labs

Classrooms and their associated technology are not Academic Studios or Studio Resources. These general-purpose teaching and meeting spaces are managed by the Registrar and Facilities. All computer labs and A/V systems are supported by IT.

Studio Users

Throughout this handbook, the term "Studio User" refers to all individuals using studio resources. Studio users include students, faculty, and staff using academic studios and studio resources to teach, learn, research, practice, perform, or produce art either in-class or independently. The policies in this handbook apply to all studio users unless stated otherwise.

Individually Assigned Student Studios

Individual Student Studios are distinct from the Academic Studio Spaces and Labs referred to in this handbook and are not under the direct purview of Studio Technicians (although Studio Technicians do monitor these studios for safety and to ensure best practices). Individual Student Studios are assigned and administered by Department Chairs or Program Heads.

Summary

Moore faculty should direct all studio resource questions, requests, and feedback to the Studio Technician overseeing that Academic Studio. Faculty may request studio resources for the course(s) they teach by filling out the [Semester Faculty Resource Request Form](#) each semester. Faculty may participate in future studio planning by submitting proposals via an [Annual Academic Technology Planning Request](#) the project proposal process conducted annually by the Technology Committee.

The Moore Studio Technician Team is responsible for making decisions regarding studio space, studio resources, studio policy, studio priorities, studio finances, and Studio Technician Team labor. These decisions are informed and directed by the policies and guidelines that follow. This handbook has been written for faculty, staff, and students. The handbook is available on the Moore website and in [Faculty Resources on Moodle.](#)

Equity and the Studio Ecosystem

Students experience the Academic Studios as an interconnected ecosystem of art-making tools. To ensure that this approach works effectively, the Studio Technician Team is guided by a commitment to equity. As the Studio Technician Team supports the distinct teaching practices of individual faculty, disciplines, areas, and departments, it is essential that studio resources and support are distributed fairly and equitably throughout the entire school. All the policies and procedures that followed were designed with this goal in mind. The Studio Technician Team constantly strives to improve and refine studio policy, procedures, resource distribution, and access to be more equitable, clear, transparent, and consistent. Faculty, staff, and students are expected to uphold these common goals, and the Studio Technician Team appreciates their understanding when user expectations must be adjusted for the sake of equity.

Studio Technician Team

The Studio Technician Team oversees the Academic Studios at Moore, including all associated equipment, consumables, policies, and procedures. They manage the Academic Studios and resources with which faculty teach, and students learn. The Studio Technician Team is also responsible for hiring and managing a large team of Student Workers.

Studio Manager

- **Digital Fabrication and Technicians Manager – Ashley York, Fab Lab & CNC Lab** Strategic team leader, liaison to Moore CAO/Academic Dean, studio policy lead, convener of the Health and Safety Committee, direct supervisor of all Studio Technician Team members.
- In addition to their studio management responsibilities, the Technicians Manager provides operational guidance, equipment planning and procurement, coaching, and training to other team members. They lead studio-wide projects and participate in studio-wide decision making.

Studio Technicians

- **2D Studio Technician, Photography, Printmaking, Film – Amanda Zeilinger**
- **3D Studio Technician, Woodshop, Welding, Ceramics/Plaster – Bonnie McEachren**
- All Studio Technicians share the same core responsibilities, but they each contribute specialized technical knowledge and skills to the team. Each Studio Technician has labels unofficially appended to their official title of "Studio Technician" to explain their technical specialization and support responsibilities.
- These labels are subject to change as support requirements change.

How Are Responsibilities Divided on the Team?

A multidisciplinary school requires tight coordination between Academic Studios. Studio Technicians work closely together and are not departmental, area-specific, or permanently tied to disciplines. Each Studio Technician has a portfolio of responsibilities that encompasses a range of technical skills and experience that help the team support the art processes taught at Moore.

Student Workers

Studio Technicians hire and train a large team of student workers to keep the Academic Studios functioning and open as often as possible. These workers report to Studio Technicians and receive specific training and instruction to do their jobs safely and effectively. **Student workers should not be used as substitutes for staff. Student workers cannot deliver any curricular based demonstrations, trainings, or workshops for faculty.** Student workers perform various tasks in Academic Studios and are classified into the following types.

Studio Monitors (Academic Studios)

Studio Monitors are trained to monitor and reinforce safe work practices in high-hazard Academic Studios. These workers also complete regular tasks integral to the smooth functioning of the studio. Students who want to develop marketable job skills will assist with projects like equipment maintenance and studio inventory. This position requires ongoing technical training as the tasks and needs change. Studio Monitors provide studio users with troubleshooting assistance when users encounter problems in the Academic Studios.

Service Workers (Print Center)

Service workers provide a service to studio users, such as printing, material sales, or equipment check-out.

Student Tutors

Student tutors are classified as non-work-study. This position is open to any matriculated student and is not based on Financial Aid packages. Tutors provide support to peers who need assistance beyond what a monitor can provide. They can offer training or project guidance/assistance to students.

Other Departments & Services Mentioned in This Document
IT & Facilities
- **Academic Computing Manager** - Dennis Dawton (MAC)
- **Director of Administrative Computing** – Shaun Flanly

- **PC Technician –** Connor Jacobson
- **Print Center Manager** – Olivia Guidara
- **Audio Visual** - Rick Rein
- **Director of Facilities** – Jim Zazulak
- **Assistant Director of Facilities** – Alex Teusch

What Is Studio Support? What Are Its Limits?

Studio Support Responsibilities and Limits

The term "support" refers to the user-facing work that Studio Technicians do in the Academic Studios and on behalf of courses. The outline below describes the Studio Technician support responsibilities and limits to calibrate expectations correctly so that there is a clear division of labor between Studio Technicians and faculty teaching in the Academic Studios. Please note that direct user support is only a portion of the Studio Technicians' responsibilities. All other studio management duties occur behind the scenes, and should, if all is going well, be relatively invisible to studio users.

Support Responsibilities

Studio Technicians directly support courses and studio users by
- Acting as points of contact for faculty and students for studio-related requests and issues.
- Collecting faculty material requests ([Semester Studio Materials Request Form)](#) for each course held in the Academic Studios and consulting with faculty on resource availability and limits. Once approved, confirm, purchase, and distribute these resources to faculty.
- Providing orientations for faculty regarding safety, studio procedures, and select equipment.
- Providing technical assistance to faculty and students when something goes wrong in the studio—for instance when equipment or tools do not work as expected.
- Offering project-specific technical consultation and training to studio users outside of class time, subject to the limits outlined in this section.
- Participating in class to deliver prearranged supplemental technical training or

demonstration, subject to the limits outlined in this section. Note that faculty must request a Studio Technician for class participation in advance.

Limits of Studio Support

The following list has been generated from records of past scenarios which have constrained the Studio Technician Team's ability to adequately prepare Academic Studios to support Moore curriculum and deliver effective support to all studio users.

- Studio Technicians do not participate in classes except to resolve technical problems or deliver previously agreed-upon technical training or demonstrations.
- Studio Technicians do not supervise Academic Studios during class time. Studio supervision during class is the responsibility of faculty.
- Studio Technicians do not clean up after studio users or classes.
- Studio Technicians do not move furniture or arrange Academic Studios differently for each class. Academic Studios have standard arrangements designed to support all users. If faculty prefer an alternative arrangement, they should work with students in their class to arrange the studio to their liking and bring it back to its standard arrangement at the end of class.
- Studio Technicians do not assist with course content development, planning, delivery, or coordination except to advise on available studio resources and training opportunities.
- Studio Technicians do not bring students up to speed on class content that they missed or have forgotten. Studio Technicians will direct students with questions about course content to faculty.
- Studio Technicians do not cover classes for absent faculty.
- Studio Technicians do not provide administrative assistance to faculty, areas, or departments.
- Studio Technicians do not create or complete artwork for studio users (except for studio services such as the Print Center).
- Studio Technicians do not organize and/or install exhibitions or screenings. Studio technicians can only assist with the technical aspects of installation and exhibitions.
- Studio Technicians do not support off-campus events.

- Studio Technicians do not provide direct support for faculty research or personal art practice. Faculty may use studio resources for art making, but the primary function of Moore studio resources is to support teaching and learning.
Studio Technicians must prioritize student and course support and may ask faculty to limit their personal impact during busy times.

How Do Faculty Communicate with the Studio Technician Team?

Technicians

Each shared specialized Academic Studio Space (Woodshop, Plaster, Ceramics, Fab Lab, CNC Lab, Printmaking, Photo/Film) has a designated Studio Technician. If faculty have questions, requests, problems, or suggestions related to a studio space, they should contact the Studio Technician for that space.

Courses

Each art-making course utilizing an Academic Studio has a designated Studio Technician. The assignment is based on the space in which a course is taught. *Studio Technicians reach out to faculty before classes begin to identify themselves and offer to introduce themselves to students at the beginning of the semester.*

Course Type Limitations

- The Studio Technician Team provides studio material resources to BFA and MA courses held in the Academic Studios.
- The Studio Technician Team provides a brief studio orientation for faculty or CESA's involved with Continuing Education courses.
- **Studio Technicians do not train CE faculty or contribute to any curricular objectives.**

Support Availability

Much of the support that Studio Technicians provide requires contact via email and arrangement in advance. However, these are the conditions and processes for getting immediate support in the Academic Studios.

Studio Technician Walkup Support for Students

Studio Technicians prioritize student support. When a student needs assistance, they may approach any Studio Technician whenever they are available. Studio Technicians strive to assist students immediately, but for training or other more time-intensive support, they will ask students to schedule an appointment. Studio Technicians do their best to guide students to the resources they need as quickly as possible.

Studio Technician Walkup Support for Faculty

Faculty should limit their requests for immediate Academic Studio support to circumstances when a technical problem has occurred during class. Studio Technicians will do their best to be available to resolve problems in the Academic Studios. However, given the breadth of courses Studio Technicians support and that some courses occur outside of standard business hours, immediate support is not always possible. Send requests to Studio Technicians through email and make appointments for longer conversations.

Walkup Support and Supervision in High Hazard Academic Studios

Work-study monitors are present in high-hazard Academic Studios during scheduled open hours outside of class time to allow users to work safely. Work-study monitors can answer questions about basic studio processes and procedures and are trained to ensure safe work practices. *Work-study monitors do not offer training.*

IT Support
[Zendesk Portal](#)
All computers and A/V equipment are managed by IT. If a studio user has a technical issue involving computers or AV equipment, the most efficient way to get immediate assistance is to submit a Zendesk ticket. They will send a support professional to the user's location.

Facilities Support
For support with facilities (leaks, soap dispensers, electrical, HVAC, etc.). Please submit a work order request via [Upkeep.](#)

How Do Undergraduate Faculty Request Resources for Courses They Are Teaching?

Course Material Request Process

1. **Technician Assignment and Outreach**

   After courses for the upcoming semester are published, Chairs will reach out to each faculty member to collect course resource requests through a central online [Semester Studio Materials Request Form](#)

2. **Resource Consultation**

   Before filling out the [Semester Studio Materials Request Form](#), faculty are encouraged to meet with their Studio Technician to discuss their course plans and the studio resources that can be made available.

3. **Submission by Deadline**

   Faculty must submit their [Semester Studio Materials Request Form](#) by the stated deadline (typically two to four weeks before a semester starts). If the Studio Technician Team does not receive a request by the deadline, they may not be able to fulfill the request before the beginning of the semester. Requests made once the semester has started may not be approved and are subject to at *least* three-week lead time. The (course fee) x the (number of students enrolled in the course) equals the amount of funding available to faculty for course materials/supplies.

4. **Request Review and Follow-up**

   The Studio Technician Team will review all course material requests. After evaluation, Studio Technicians follow up with faculty to ask questions if necessary. If a course request exceeds studio capabilities or is not equitable with other classes, then techs will work with faculty to modify their request. Courses that require additional equipment that exceeds $1,000 are considered "capital purchases" and may require further justification before approval via yearly budget meetings. These requests ([Annual Academic Technology Planning Request](#)) should be made by the Department Chair of each department prior to the course running.

5. **Request Approval and Confirmation**

    Once requests are approved and finalized, Studio Technicians send each faculty member confirmation to document the resources that the Studio Technician Team has agreed to provide to each course.

Advance Planning and Last-Minute Requests

Faculty must request all materials that their courses will need for the entire semester. The Studio Technician Team's ability to fulfill last-minute requests once the semester starts is limited.

Faculty Requesting to Purchase Course Resources Themselves

Course resource purchases must be made by a Studio Technician. *Only Department Chairs may charge purchases directly to the Studio Technician operating budget.* Faculty wishing to purchase course materials themselves should request permission from their Department Chair and comply with Business Office policies. Faculty purchases made without prior approval will not be reimbursed. We are a tax-free institution – taxes will not be reimbursed.

Limits to the Scope of Requests

Faculty teaching art-making courses should expect and plan to use existing studio spaces, capabilities, and major equipment. Faculty should communicate with a Studio Technician if they need additional information about studio capabilities. Faculty hoping to offer a course that would require significant changes to spaces, equipment, or capabilities, should first propose these changes via the [Annual Academic Technology Planning Request](#) at least one calendar year in advance. Faculty should not plan to offer a course that requires significant studio changes and/or the purchase of new equipment without first receiving written confirmation from Facilities and the Technology Committee that the relevant project will be completed before the course is scheduled to run. Submission of a project proposal to the Facilities and Technology Committee does not guarantee its completion.

Course Resource Types and Associated Guidelines

The following are the types of resources that the Studio Technician Team can provide to courses by request if the request procedure is properly followed. All requests are subject to approval by the Studio Technician Team.

Course Material Requests

- These are materials and supplies that will be provided to and reserved for each course. Please note that **"studio supplies"** (e.g. plaster, wood, metal) should not be confused with the **"studio consumables"** (e.g. gas cylinders, MIG wire) stocked in the Academic Studios and available to all studio users. Faculty should contact their Studio Technician to find out what studio consumables are available in each studio.
- The Studio Technician Team provides materials that faculty use to conduct demonstrations and training.
- Students are typically responsible for the costs of materials for assignments including any coursework in which they have a significant choice over the materials involved.
- Moore does not provide students with all the consumables that they will need to complete all course assignments.
- To alleviate the burden of finding hard-to-source materials or materials that are more cost-effective to buy in bulk, in some cases the Studio Technician Team can pre-purchase materials for resale to students. Payments for resale items are processed through the Business Office.

Course Equipment Requests

- Courses should plan to use the existing inventory of equipment—including equipment located in the Academic Studios and circulating equipment/cages.
- In some cases, it may be possible to purchase low-value equipment items for use in specific courses. Proposals to purchase new equipment through the [Semester Studio Materials Request Form](#) should not exceed $1000 in value. Any equipment request that exceeds $1000 in value must be proposed via

the [Annual Academic Technology Planning Request,](#) Academic Council, and the Technology Committee. Approvals are made during the annual budget and capital proposal process.

- Although $1000 is the threshold for consideration, do not expect that all equipment requests under this limit will be approved. The Studio Technician Team does not approve one-off equipment purchases through the [Semester Studio Materials Request Form](#) that may or may not be of use in future courses.
- Equipment that requires alterations to the layout of Academic Studios, the addition of new studio processes and procedures, or the development of new training by Studio Technicians are not approved through the course material form.
- The Studio Technician Team does not introduce new equipment during the semester and will only do so during breaks, to allow adequate time for testing, development of safety procedures, and implementation. IT holds the same policy for software/computer upgrades/installation.
- Faculty are encouraged to bundle equipment requests and present them as a studio capabilities expansion project ([Academic Annual Academic Planning Request Form](#)), linked to future curricular objectives. Approvals are made via Academic Council, Technology Committee, and annual budget process.
- The Studio Technician Team does not provide tools or equipment for students to keep.
- The Studio Technician Team does not purchase or loan external hard drives or thumb drives to students. Students in classes that produce digital work are expected to purchase their own digital storage and backup. Files stored on lab computers are subject to deletion at the discretion of IT.

Course Software Requests

- Faculty can request specialized software needed for specific courses. They do not need to request software that is already on the standard Moore computer, such as Adobe Creative Cloud and Microsoft Office.
- New software applications must be approved by Department Chairs and

confirmed via the Technology Committee before procurement and installation by IT. These requests can be made via the [Academic Annual Academic Planning Request Form.](#)

- Software may be added/updated only before each semester starts or during summer and winter breaks. Software cannot be added or updated once the semester has started. IT is responsible for managing software installation and upgrades on computers. They require that faculty send them all software needs before the beginning of the semester via [Academic Annual Academic Planning Request Form.](#) The Studio Technician Team is unable to install software on computers without IT approval.
- When feasible, IT will install the software requested on computers in the studio or lab in which the course is taught.
- Due to licensing restrictions, IT may be unable to provide licenses for students to install software on their own machines.

In Class Studio Training and Technical Demonstration Requests

- Faculty may request that Studio Technicians participate in class to deliver *limited* technical training or demonstrations. Please see the following section for guidelines.

Technical Consultation, Demonstration, Training, and Workshops

The following are the ways by which Studio Technicians share their technical expertise with studio users. Each type of engagement is subject to different guidelines and limitations. All technical consultation, demonstration, training, and workshops that the Studio Technician Team provides are supplemental to Moore curricula, classes, and programs. Studio Technicians
are not responsible for teaching any portions of classes or for providing any consultation, demonstration, training, or workshops during class or outside of class that are central to the objectives of course curriculum or programs.

Definitions and Guidelines

Technical Consultation

Studio users may contact Studio Technicians to schedule a project-specific technical consultation. If the Studio Technician cannot help directly, they will route the request to the appropriate technical expert on the team. Studio Technicians will discuss the user's project objectives, offer advice on technical planning and execution, and direct the user to relevant studio resources. If the user's objectives exceed their technical ability within the allotted timeline, Studio Technicians may recommend adjustments to the project's goals. Any studio user may request a technical consultation, although student requests are prioritized. Users should plan and seek technical consultations in the initial stages of their projects when Studio Technicians can provide the best support possible.

Technical Demonstration – Witnessing a Process

Technical demonstrations are sessions during which Studio Technicians demonstrate proper use of a tool or execution of a process. Demonstration observers are merely spectators. There is no user participation, supervised practice, or comprehensive evaluation involved in a demonstration. Demonstrations are not sufficient to authorize use of Academic Studios or equipment.

Technical Training – Developing Basic Competency

Studio Technicians offer technical training on certain studio equipment and processes. The goal of technical training is to provide studio users with a basic competency with a tool or process. Users emerge from technical training with an understanding of how to use a particular piece of equipment or how to perform a studio process in such a way that the user remains safe and can achieve consistent and deliberate results. Technical training sessions require direct user participation, during which they demonstrate their comprehension of the techniques shown.

- **Technical Training for Studio Authorization**

  Participation in technical training is often a prerequisite to gain access to Academic Studios or equipment items. Studio Technicians deliver authorization training outside of class in **some** Academic Studio areas.

Faculty must provide this authorization training themselves during class if they require all their students to gain studio access. Users wishing to schedule training should contact a Studio Technician. When possible, training will be conducted in groups.

- **Consistency and Safety Standards**

  Faculty and Studio Technicians can deliver authorization training and authorize students to use studio resources. However, since Studio Technicians are responsible for ensuring safe work practices in the Academic Studios, they will work with faculty to ensure that all authorization training is delivered thoroughly and consistently, especially in high hazard Academic Studios.

- **Technical Competency of Instructors**

  If Studio Technicians discover that faculty are not delivering authorization training up to the agreed standards or are delivering inconsistent or unsafe technical instruction, Studio Technicians are required to intervene. The Studio Technician Team will work with the instructor to adjust their approach to technical training and direct them to opportunities to increase their technical competency if necessary.

Technical Workshops – Hands on Experience Executing a Specific Project

Workshops are more in-depth sessions covering a technical process with a discrete objective from beginning to end. Workshops often require that participants be authorized for Academic Studios and equipment as a prerequisite. (e.g. stretcher building). Participation in workshops does not authorize the use of Academic Studios or equipment. Faculty may request that Studio Technicians deliver technical workshops during class time. Requests are subject to review and approval by the Studio Technician Team.

Studio Technician Demonstration, Training, and Workshops During Class

Faculty may request that a Studio Technician visit a class session and conduct technical demonstration, training, or workshop within the following limits:

- Faculty should email a Studio Technician to make their request at least two weeks in advance of their preferred training date. Scheduling will be subject to Studio Technician availability.
- Faculty must remain present for the training session.
- Each in-class training session must be limited to one hour or less.
- Training content usually cannot be condensed to fit the requested time.
- <u>Studio Technicians can only deliver supplemental training. Studio Technicians cannot provide training for any technical competency central to a course's stated objectives.</u>
- Faculty members are responsible for delivering technical training during class.
- Studio Technicians are not responsible for conducting or monitoring follow-up exercises.

Limitations of Training

There are some technical skills, processes, and equipment that cannot realistically be taught by Studio Technicians in the context of a demonstration, training session, or workshop (e.g. CNC programming and model making). For these skills, studio users should take a full class or commit to self-directed learning. Studio Technicians will do their best to direct studio users to the appropriate resources if their training requests are beyond Studio Technicians' scope.

Training Reinforcement and Retention

After training, users should practice the skills and techniques that they have learned to reinforce knowledge and increase retention. At their discretion, Studio Technicians may require that users refresh their training.

Training Employees

Training of Faculty

Studio Technicians can offer training to faculty when new equipment is introduced. Faculty that are new to Moore should meet with Studio Technicians before teaching to learn studio policies and procedures. Faculty should make training arrangements with Studio Technicians during summer and winter breaks, to help prioritize the

training of students during the semester.

Continuing Education Faculty and Staff

Studio Technicians require that CESA's are trained to assist CE faculty in full. *CE employees should not attempt to teach high-hazard processes or tools.*

Training Student Workers

Working for the Studio Technician Team is a positive learning experience for students interested in increasing their technical knowledge and experience. Studio Technicians provide training to all student workers who work in the Academic Studios. Participation in training is required as part of the job and will be ongoing. All time spent training is considered on-the-clock and will be paid at the employee's standard rate.

How Do Faculty Propose Studio Changes?

Providing Feedback

If faculty have questions, comments, proposals, or assessments about studio processes, procedures, policies, operational strategies, or Studio Technician Team performance, they should communicate them to the Studio Technicians. The Studio Technician Team takes feedback seriously and uses it to guide operational improvements. Faculty may also submit feedback to the Department Chair or directly to the Technicians Manager, Ashley York. [ayork@moore.edu.](mailto:ayork@moore.edu)

Annual Academic Technology Request

Technology and Health & Safety Committee members include faculty representing each department, student representatives, as well as staff leadership from operations, administration, finance, and studio operations. The committee is convened and led by the Manager of Academic Computing and the Technicians Manager, respectively.
Changes to the Academic Studio spaces or computer labs, their capabilities, or resources, often sit at the intersection between the responsibilities, purview, and financial capability of the Moore Studio Technician Team, IT, Dean's Office, and Facilities. Developing and

submitting proposals ([Academic Annual Academic Planning Request Form](#)) to this process is the primary way that faculty can participate in the future planning of facilities and technology at Moore.

The types of proposals that this process is designed to capture include:

- Implementation of innovative technologies and new technological solutions.
- New space or technology resources for teaching and learning.
- Introduction to new studio capabilities.
- Major modifications to existing Academic Studios and the artistic processes they support.
- New studio equipment requests over $1000 in value.
- Requests for furniture and fittings.

This process does not support:

- Studio or equipment requests under $1000 in value. If you have such a request, please submit it through the [Semester Studio Materials Request Form](#) or via the Department Chair of your department.
- Replacement of existing studio equipment that does not require updates to infrastructure. All specialized studio equipment is on a replacement cycle tied to estimated service life. Speak to your Studio Technician or IT support if you have concerns about equipment that is at the end of its service life.

Who can submit a proposal?

- Any Department Chair can submit a proposal. The Studio Technician Team does not submit proposals on behalf of others but can participate in developing proposals with faculty.

How should a proposal be formatted?

- Proposals must be submitted using the [Annual Academic Planning Request](#) Form available at [Faculty Resources on Moodle.](#) Submitting a proposal does not guarantee its completion.

Studio-Wide Policies and Procedures

The following policies and procedures apply to all Moore Academic Studios managed by the Studio Technician Team. All policies and procedures specific to Academic Studios must conform to these governing policies. All Academic Studios under the Studio Technician Team require different training, safety, etc. **Each Academic Studio has a contract associated with the area that defines the safety policies, guidelines, and procedures. This document requires a signature confirming that the faculty and students have read, understood, and agreed to the conditions of working in that area. You can find these contracts on Moodle on the [Faculty Resources on Moodle](). Mandatory GHS training for faculty, students and professional staff can also be found on Moodle on the [Health and Safety Page]().**

Who can use studio resources?

Students

- Matriculated Moore students can use Moore Academic Studios after they have met the authorization requirements of the studio or equipment in question.
- Non-matriculated students taking Continuing Education courses may only access Academic Studios and use studio resources directly associated with the course they are enrolled and during the scheduled course time.
- Students taking a leave of absence may not use studio resources.

Alumni

Moore Alumni may not use studio resources after they have graduated, or their enrollment has ended.

Faculty

- **Teaching Courses -** Faculty may request to use any studio resources to teach courses and for teaching preparation, for their appointment. Faculty access to resources is not limited to their area of affiliation. Faculty may request key or keycard access to Academic Studios outside of normal hours

by contacting a Studio Technician. If a faculty member has not used a particular studio resource before, a Studio Technician may request to meet with them to confirm their technical proficiency and communicate procedures before granting access.

- **Art and Research Practice –** Full-time faculty may use studio resources for their own artistic practice for the duration of their appointment, subject to availability and the priorities of student use. Faculty must provide their own consumable materials and consult with Studio Technicians before engaging in large projects. Studio Technicians may ask faculty to limit their research impact during busy times in the semester. Studio Technicians do not provide direct support for faculty research but can help direct faculty to appropriate resources.
- **Adjunct Faculty**- Adjunct faculty can access the Academic Studios for the duration of their contract. If not currently contracted by Moore, adjuncts cannot utilize Academic Studios.

Staff

The Academic Studios at Moore supports enrolled students. Staff are not permitted to use Academic Studios or resources.

Non-Affiliates

People not affiliated with Moore who are requesting to use studio resources must contact the Studio Technician Manager, Ashley York (ayork@moore.edu) and must be currently contracted to work in the studio environment (faculty/resident/visiting artist). Only non-affiliates meeting the following criteria may use the Academic Studio and their resources.

- **Visiting Artists**

    Visiting artists may request to use the Academic Studios only in the context of the talk, presentation, exhibition, body of work, or workshop that Moore has contracted them to perform. Hosts of visiting artists should contact the Studio Technicians Manager (ayork@moore.edu) in advance to discuss

proposed use of studio resources by visiting artists.

Studio Authorization—How Do Users Gain Permission Access to Academic Studios and Resources?

Undergraduate Students

Students wishing to be authorized to use studio resources must usually take a class that provides comprehensive training on the processes that the studio supports. Faculty planning to authorize their students to use studio resources should inform their Studio Technician. *Faculty are responsible for training students to use the equipment and processes they authorize them to use.*

There are some studio resources that offer authorization training outside of class, due to the common need to use the tools and processes (e.g. training to use the Riso). Faculty must provide authorization training themselves during class if they require their students to gain studio access.

Graduate and Post-Bac Students

Graduate and post-Bac students are held to the same authorization training requirements as undergraduates, except in the following circumstances. A Studio Technician will meet with the student to evaluate their experience level and explain studio procedures before granting access. Studio Technicians may request faculty assistance with evaluating student's technical proficiency. If necessary, Studio Technicians will direct students to appropriate training opportunities if they need to develop their skills further.

Durability of Training, Authorization, and Access

Once users have completed the authorization requirements of a particular space or resource, they typically retain access to that space or resource for the remainder of their time at Moore (e.g. spray booth). In some cases, Studio Technicians may recommend refresher training if users need guidance.

Studio Usage

Studio Reservations

Academic Studios may be reserved as course meeting locations and for non-curricular functions via the Registrar. Studio reservations confirmed by the Registrar have priority over all other usage of the space at the time of the reservation.

- **Courses**

  When a new course is proposed, all the required Academic Studios, equipment, etc. that will be needed for the course should be listed.

  Faculty may request that their courses reserve a specific studio as their regular meeting location via the Registrar. Room assignment proposals are reviewed by the Studio Technician Team, who flag and suggest revisions to proposals where the stated objectives of a course are misaligned with the capabilities of the proposed location. Once approved, Academic Studios are reserved for courses by the Registrar. Courses may not change their studio location unless approved by CAO, Registrar, and the Studio Technicians.

  Faculty may request their class to make one-off visits to other Academic Studios by contacting Studio Technicians. These requests are made prior to the semester via the [Semester Studio Materials Request Form.](#) Also, areas such as the photo cage and the fab lab have emails and websites associated with reserving space, time, equipment, etc.

- **Meetings, Events, and Other Functions**

  Faculty and staff may make requests to reserve studio space for non-curricular functions via the Registrar and by contacting a Studio Technician. However, all requests to reserve studio space must be approved by the Studio Technicians and are not considered final until confirmed with the Registrar. Students do not need to make reservations to work in Academic Studios. Students have access to Academic Studios *outside* of times reserved by courses and other functions, subject to the guidelines and limitations

27

listed below. Scheduled access to labs (e.g. Fab, CNC) can be made via their websites or emails.

Access Hours and Studio Hazard Level

Once students have completed the required training, they may access studio space outside of class time whenever Academic Studios are open. When a class is scheduled to use a studio, students not enrolled in the course may not work in the studio except by the instructor's permission. Open hours in Academic Studios are dependent upon their hazard level and associated supervision requirements. **Studio hazard level classifications and supervision requirements are determined by the Studio Technician Team and are visible on the Moore website under [Technology at Moore.](#)**

High Hazard Academic Studios

Academic Studios that support tools or processes that can pose an immediate threat to life if used improperly must be supervised by a faculty member, Studio Technician, or safety monitor when the studio is accessible to students. High hazard Academic Studios requires rigorous training for users to be authorized to access them. High hazard Academic Studios are open weekdays 9am-5pm when a Studio Technician is on campus. These Academic Studios remain locked except when a safety monitor, faculty, or Studio Technician is present. After 5pm and weekends, hours are subject to safety monitor availability/after-hours access.

Medium Hazard Academic Studios

Academic Studios that contain some moderately hazardous equipment or processes but do not pose an immediate threat to life if used improperly. These Academic Studios require extensive training before users are authorized to access them, but after completion of the training, users may access the studio without employee supervision. However, users are required to work with a "buddy." These Academic Studios remain locked outside of class time and are accessible to authorized users via keycard.

Low Hazard Academic Studios

Academic Studios that contain no significant equipment hazards. These Academic Studios have low or no training requirements for authorization, do not require supervision, and are accessible by keycard or remain unlocked 24/7, except on the dates listed below.

Studio Access

Academic Studios are open to all authorized students on the first day of classes and close on the last day of the semester. Access to high hazard Academic Studios may be limited by work-study monitor availability, especially during the first two weeks and last two weeks of the semester.

Individual Student Studios are open on the following holidays:
Academic Studios remain open regular hours on the following holidays/breaks, although access to Academic Studios is subject to Studio Technician availability.

- Fall Break
- Thanksgiving
- Martin Luther King Day
- Spring Break

Winter/Summer Breaks

Individual Student Studios, Academic Studios, classrooms, and labs are closed to students during winter and summer breaks.

Undergraduate Students

Undergraduates do not have access to Academic Studios or Individual Student Studios (including equipment check-out) during winter and summer breaks. Individual Student Studios are open 24 hours during the last two weeks of each semester.

Graduate students

Graduate students maintain Individual Student Studios during their summer studio

intensives. During that time graduate students may access specialized Academic Studios and request loans for circulating equipment. Studio and equipment access may be limited by Continuing Education classes or studio maintenance priorities, inventory and testing, facilities projects, and staff availability.

Weather Closures

- When classes are canceled due to inclement weather or other events, all Academic Studios are closed. Individual Student Studios are open.

User Responsibilities and Conduct

Studio User Responsibilities

- Users must review and abide by all policies in this handbook.
- Users must abide by all policies, procedures, and practices presented by faculty and Studio Technicians during training sessions and listed on signage.
- Users must engage in safe work practices. Faculty, Studio Technicians, and safety monitors will halt any work or behavior deemed hazardous or unsafe.
- Users may not use unapproved equipment, materials, or processes in Academic Studios.
- Users must treat studio resources with care and respect.
- Users must not waste studio consumables.
- Users must respect the work and needs of other studio users.
- Users are responsible for cleaning up after themselves and bringing Academic Studios back to the way they found them at the conclusion of every work session. Faculty should build setup and cleanup time into their class schedule. If a user is unsure of how to clean and reset a studio properly, it is their responsibility to ask the Studio Technician.
- Users may be held financially responsible for loss of equipment due to negligence or damage due to improper use.
- Users should report equipment damage or faulty tools to a Studio Technician to have it fixed promptly.

Standards of Conduct

Students

All students using studio resources are subject to the [Moore Student Code of Conduct](#). All student users must read, understand, and abide by these community standards. Students who violate the Student Code of Conduct or create inequity or hazardous conditions in the Academic Studios will be subject to the Moore Studio Policy Violation Guidelines.

Consequences May Include

- Fines for late circulating equipment
- Financial liability for replacing damaged or lost resources
- Revocation of access to a particular studio resource for a designated period
- Academic hold

Feedback and Criticism

Feedback and criticism regarding studio resources, support, or user behavior should be expressed directly to a Studio Technician or emailed to their manager, [ayork@moore.edu.](mailto:ayork@moore.edu) Users are encouraged to present this feedback privately. To ensure a positive working environment, negative feedback should never be delivered publicly.

User Responsibilities for Studio Safety

Many art-making processes are dangerous or toxic if done improperly or carelessly. The Studio Technician Team works with outside vendors to ensure that all studio equipment, chemicals, and work practices are safe for studio users if used as directed. The Studio Technician Team alerts users to hazards through training, monitoring, signage, and maintaining accessible [Safety Data Sheets (SDS)](#) online for all chemicals, as required by law. Users are required to follow all safety protocols delivered via training and signage. Users should consult Studio Technicians about all safety questions or concerns.

Safety Data Sheets

SDS sheets are available for all chemicals and materials on campus. They are located on the Moore website under [Health, Wellness, and Safety.](#) If you have questions about

a chemical or material you are working with, it can be found via the above link.

Safety Review of New Equipment, Processes, and Materials

Any studio user who wishes to use or teach a tool, material, or process not currently supported in the Academic Studios must first consult with the Technician's Manager (ayork@moore.edu).

Special Requests

Studio Technicians will work with studio users to help them gain access to the tools and resources they need. If a studio user has a special need beyond the norm—such as an extended checkout from the Photo Cage or access to a room or studio—they should contact a Studio Technician. Studio Technicians will do their best to accommodate these requests, but they cannot be guaranteed if they negatively impact the Moore community at large.

User Storage in the Academic Studios

Physical Storage

Users authorized to utilize studio spaces may store projects that are in progress in designated storage areas only. All items must be clearly labeled with the user's name and contact information. Once users have completed a project, they are expected to remove it from studio storage. Studio Technicians may have to move stored items without notice and are not responsible for the loss or damage of individual property. Studio Technicians clear out storage areas and Academic Studios after the end of each semester. Items left unclaimed will be destroyed and discarded.

Operations will station "blue bins" outside studio spaces in central areas two weeks prior to the end of each semester. All unwanted items should be cleared from the studio and placed in stationed "blue bins." Academic Studios must be cleared on or before the last day of class. Any items remaining will be disposed of on the last day of the semester.

Digital Storage

Users must back up all personal files to the cloud or to their own external hard drives. The Studio Technicians/IT are not responsible for any files that have been lost because they were stored on a shared computer.

Storage for Students with Individually Assigned Student Studio Spaces

Students with individually assigned studios are expected to utilize their private studio to store their work and materials and limit their use of shared storage space in specialized Academic Studios whenever possible.

Storage for Faculty

Moore faculty wishing to store personal items, teaching materials, supplies, and artwork in the Academic Studios or on shared computers should first consult a Studio Technician/IT. Most storage areas in Academic Studios are public and unsecure, so employees should use their personal or shared offices for primary storage. Studio Technicians may be able to provide some studio storage as a convenience but must prioritize available storage space for student use. Studio Technicians may have to move stored items without notice to complete studio maintenance tasks.

Storage for Non-Academic Departments

The Academic Studios falls under the purview of the Studio Technician Team. Storage in these areas is not permitted unless approved by the Studio Technician Team. This includes key/swipe access to spaces. Access to these areas should be limited to academic usage (students, faculty, & Studio Technician Staff) and maintenance (Facilities/IT). This is a safety (physical, chemical, etc.) and liability issue (training, hazardous equipment).

Receipt Acknowledgement

I have read the Moore College of Art & Design Studio Resources Handbook. I understand its contents and have had an opportunity to ask any questions I may have about its contents. Furthermore, I have been encouraged to contact my supervisor, or the Technician Department any time I have a question about policies or procedures.

By signing below, you are acknowledging that you read and understand the Studio guidelines. The above regulations are intended to ensure a safe, healthy and productive studio environment for all students, faculty and staff. By signing you agree to follow all regulations.

Print Name: _____ Email: _____

Signature: _____ Date: _____

Index

- **Academic Studio Contracts**
- **Academic Technology Request Form**
- **Faculty Resources Moodle Page**
- **Furniture & Studio Arrangements**
- **GHS (Globally Harmonized System) Training (Mandatory for all new students and faculty)**
- **Moore: Health, Safety, Wellness**
- **Semester Materials Request Form**
- **SDS (Safety Data Sheets)**