

# Studio Manual

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Lower East Side Printshop, Inc.  
Last updated March 2025

## **GENERAL:**

This Manual provides general information about the facilities, equipment, and supplies, as well as general studio use policies at the Lower East Side Printshop, Inc. (the Printshop). Each participating artist (the Artist) is required to read this Manual prior to a residency at the Printshop.

The Artist will not be allowed to use the studio unless they read and agree with the policies described in this Manual. This Manual is a legally binding document. By signing it, the Artist agrees to follow the instructions and policies provided in the Manual. If an artist is found not following these instructions and policies, they will be denied access immediately.

If instructions on particular equipment or materials are not clear in this Manual, please consult the Studio Manager or a staff member for more detailed information.

Equipment highlighted with *i* is not to be used without a demo session with a staff printer. Assistance is available Monday-Friday, 10am – 6pm, by appointment.

As all equipment and space is shared among artists, we ask that consideration and common sense be used in helping keep the studio in excellent condition for those using it.

### **Studio Time Reservation:**

Artists are asked to reserve studio time on Google Calendar (shared via emails).

### **Access:**

The Printshop's building is accessible Monday – Friday 8am-6pm on 306 W. 37<sup>th</sup> Street. At other times, the building is accessible through 307 W. 36<sup>th</sup> Street. The Printshop's elevators are always open.

Once in the facility, the Artist can work as long as they like. The Artist is issued an electronic key card for the Community Studio, which allows access to the studio, darkroom, and solvent/etching area. The card is identified by software and there is a record of each artist's usage of the studio.

The Studio is located to the right exiting the elevators. The card reader is located at the Studio entrance.

### **Security:**

As the elevator is open 24/7/365 to serve you, be advised that anyone is able to enter the reception area. For your own safety, and the safety of other artists and Printshop staff, please do not allow unknown visitors into the studio. If suspicious persons should enter the reception or the bathrooms during evening and weekend hours, call staff members. In case of emergency, call 911.

### **Fire Safety:**

A Fire Extinguisher is located on the column near the computers and light switches in the Studio. The Fire Exit and Fire Alarm is past the bathrooms at the end of the hallway.

### **Trash:**

The Printshop's building is a commercial building, subject to waste removal vendor contracts. Please put paper and plastic/metal/glass in the designated bins for removal. You may separate corrugated cardboard only and leave it by the paper recycling bin for staff to remove. Other trash should be disposed of in plastic receptacles throughout the studio areas. Flammable trash should be placed in the red metal cans provided in the Studio and the Solvent/Etching Room.

Clean trash bags are provided by the Printshop and are located under the cleanup sink (next to the paper soaking sink). Artists are in charge of placing them into receptacles after they tie up full bags. Place the full bags near the Publishing Studio door for the staff.

**Maintenance:**

Artists should keep all equipment clean and in operable condition. If any piece of equipment is not working properly, the Artist should report this to the staff and not attempt to repair the equipment (including presses, bathrooms, lights, etc.)

The Printshop does not have a cleaning service, and interns are not hired to clean the studio. Therefore, artists are in charge of cleaning after themselves, and returning tools back where they belong.

Brooms and brushes are stored between the clean up sink and the wall that separates this sink from the paper sink. If needed, a mop and bucket are stored near the washout sink in the darkroom.

While artists are encouraged to move any piece of equipment to where they need it, they are obligated to return them to their proper location. Screens, trays, and other equipment should not be left out to dry overnight.

**When your rental/residency has ended:**

Please be sure to return the Studio key and to clear out all your supplies. Any materials left in the studio, including artwork in drying racks, screens, etc. will be considered abandoned if left after the rental period and will be disposed of.

**PUBLIC AREAS****Restrooms:**

There are two restrooms located in the hallway. Please keep the Restrooms clean at all times. Let staff know if any of the restroom supplies are running low. Two keys are hung near the exit to the lobby. Please remember to turn off the lights, and keep the bathrooms closed and locked when not in use, especially at night and if you are the last one to leave.

A handicapped accessible restroom is between the two, and due to low volume is generally locked. See staff for access.

**Reception lobby:**

The reception lobby is an area where you can use your cell phone for conversations or meet your friends and family. They can seek staff assistance during regular business hours, or wait for you in evening and weekend hours.

**COMMUNITY STUDIO**

You can use the studio as a meeting space for gallerists and other visitors interested in your work. Please make staff aware of any potential visitors you may bring to the studio, and be aware of other artists working during any meetings. If circumstances allow, the conference room/gallery can be reserved for meetings as well. A small collection of books is available for artists to peruse, but please do not remove them from the studio.

A garment rack is located by the entrance for storage of coats, bags, and other personal items.

The refrigerator located here is for food and beverage only. Please do not leave food in the refrigerator beyond its expiration date.

**Storage Area:**

Storage shelves are located along the east wall of the studio. Artists can have one shelf for their personal supplies. Additional storage is available elsewhere for screens, emulsion, and ferric chloride only. All other supplies must fit on the shelf. Any items stored on the floor or against a wall between shelving units will be removed from the studio by staff, as they are a fire hazard.

Storage space is not negotiable and no expansions will be granted. The Printshop will not be responsible for items left elsewhere. If you bring your own equipment, such as fans, buckets, etc., you must store them on your shelf. Please be sure to label any supplies you bring into the Printshop. Please do not use supplies from other shelves—they belong to other artists. And, do not store any paper or cardboard between the shelves—this blocks access to other shelves. Check with staff if you are missing an item, or find an item that has been left out.

Work aprons are located by the windows near the storage area; please put them back after use.

**Work Tables:**

There are six work tables with laminate tops along the northern window wall of the studio. Please do not cut anything or spread any kind of ink directly on these tables. There are self-healing cutting mats to protect the tables and glass slabs for inking. Cutting mats are located underneath the glass-top inking table.

Use the work tables for drawing, plate preparation, or other clean activities. These tables slide easily; you can put two or more tables together if you need a large working surface.

When filing etching plates, please be careful not to file the edges of the tables.

Screen-printing hinge boards can be used on top of these tables.

All packages addressed to the Artist will be placed on top of the small black flat file drawers adjacent to this area. Please look for your packages there, and move them to your shelf right away. The Printshop will not be responsible for the safety of the packages.

**Etching Presses i :**

Griffin press, 40" x 66"

Charles Brand press, 28" x 50"

Charles Brand press, 20" x 40"

These presses are to be used for intaglio, relief, and monoprinting techniques. Please do not use any plates that are thicker than 1/8". For relief printing, do not use blocks thicker than 1/4" and always use runners with such blocks. MDF boards are prohibited. Do not do any minimal height transfer (such as xerox transfer) without a raised printing surface such as a plexiglass sheet.

Raise or lower press roller (pressure) by turning pressure screw handles on each side of the press equally, and in small increments only. When adjusting the pressure always hold just the handle of the pressure screws; never touch the dials.

Press beds have protective plexiglass covers that must be cleaned after use. Harsh solvents—such as acetone or nail polish remover—will melt the plexi. Protect the plexi surface with metal litho plates, acetate, or other non-absorbent surface when using such solvents on the press. Place your template on the plexi for easy registration.

Press beds must be wiped after each proof, and all other parts of the presses must be cleaned after use.

These presses work on friction pressure. Do not attempt to crush by force any hard objects between the roller and the bed.

### **Blankets:**

The Printshop provides several sets of blankets for each etching press. All blankets are woven wool. They are stored rolled up under each corresponding press. The Printshop encourages artists to supply their own blankets for fine work. Ask the staff for supply sources, catalogues are available upon request.

The best results are achieved by using one 3/16" and one 1/16" blanket. Blankets should be placed with the thinner blanket (sizing catcher) closest to your paper.

When setting up blankets, release the pressure and align the blankets with the press bed. Do not leave any part of the blankets hanging over the press bed—they will get jammed between rollers and tear, as well as damage the press.

Do not let any ink or dirt get on the blankets. Use newsprint to protect the blankets from ink, dirt, or excess water. If working with waterbased inks, be particularly cautious and do not apply ink or pressure heavily.

After use, do not leave the blankets on the press, or under the roller, as this will create an indentation in the blanket and affect your prints. To take the blankets off the press, release the pressure and take the blanket out—pulling by force will tear it. After printing, roll the blankets and store them under the press, do not fold them in any way. If the blankets are moist, leave them flat on the drying rack overnight.

To prevent blankets from getting cut use only beveled plates and avoid extremely high pressure. **You will be responsible for the replacement of stained, torn, or cut blankets.**

### **Glass-top inking table:**

The glass-top table (located between the work tables and the presses and a second one in the rear of the studio) is for inking and other dirty work. Clean it after each use. Clean first with Simple Green or mineral spirits to remove ink, and then with rubbing alcohol or Windex to remove residue.

Under the table, you will find thin wiping paper for intaglio plates, as well as newsprint, cutting mats, and a selection of free Akua waterbased inks, and inks left behind by previous renters.

Do not clamp, place anything heavy, or sit on the glass table. The glass will crack.

### **Screen Storage:**

Screen storage shelves are installed in the southwest corner of the studio. The bottom shelf is reserved for hinged screenprinting boards. You can store your screens here; select a section that fully accommodates your screen. Mark each screen prominently with your name. Please do not store a large number of screens (more than 4) at the Printshop as the space is very limited.

### **Screen Printing Table:**

This table is for screenprinting only. It is not a work surface for other applications. Do not cut anything directly on the table surface.

The table is set up in such a way that two artists could be using the table at one time. There are two sets of screen clamps that are clamped to the table independent of one another. You may set up the clamps to suit the size of your screen and your style of printing. Be sure to clean all the ink off the table and clamps before it dries.

### **Screen Printing Vacuum Table i :**

The table surface is 33" x 48" with a vacuum area of 25" x 38." The aluminum top is warp and rust resistant. Do not cut anything on the printing surface or use anything abrasive to clean it. To clean the printing surface, use a paper towel with alcohol.

The power switch is located on the right leg of the press and is a simple on/off switch. To engage the vacuum, move the black handle (located at the center of the press beneath the tabletop) to the left. To disengage the vacuum, move the handle to the right.

To make adjustments in registration, release the bar at the far end of the table using the red handles, and turn the large chrome and blue controls. Remember to re-clamp the bar to lock it into position. If you are unfamiliar with this type of press, please ask a staff member for assistance.

### **Paper Table:**

This table, located between the presses and the paper-soaking sink, is only for paper blotting and curating. Please keep it very clean. You may tear down prints on this table but avoid cutting paper here unless you put down cutting mats. If you need a flat surface to show prints this is a safe area as it will most likely be the cleanest. Underneath this table you will find blotters and rolling pins, as well as boards for a flat drying system for damp prints. Please do not place soiled newsprint in the blotting paper box, as it may end up dirtying someone else's work.

### **Paper-soaking Sink:**

This 36" x 48" stainless steel sink, located on the south side of the studio, is for paper soaking only. Please let the water drain after each use, and keep it clean. It is a good idea to rinse the sink as you drain it because the sizing from the paper leaves a film on the sink. If not attended to this film can build up and discolor clean printing paper.

### **Cleanup Sink:**

This sink, located next to the paper-soaking sink, is for hand and dish washing only. Soap, hand cleaners, windex, etc. are located on a little shelf next to it. A first aid supply box is also located here. Spare trash bags are located under the sink. Do not use this sink for inks, plate polishing, and other printmaking applications; there is another sink in the solvent/etching room for these uses.

### **Computer Station i :**

Located at the west corner of the workspace is a workstation with one iMac computer, a b&w laser printer, a flat bed scanner, and a color photo inkjet printer. The computer is running OS Catalina and has Photoshop installed. It is connected to the internet via a wireless network. If you would like to bring in your own laptop to connect to the wireless network, the network name is LESP and the password is "printshop."

Please create a folder with your name to store image files of your work. Files not organized in artist folders will be periodically deleted.

### **Studio Lights:**

Located to the right of the Computer Station are the light switches for the Community Studio. All switches are manually operated. Be sure to turn these off before you leave.

### **Drying Racks:**

Feel free to move a rack to a location convenient for you.

Do not leave your prints there for longer than necessary; this is not long-term storage. If there is a lot of material above the rack containing your prints, do not flip shelves up to get to your prints. Other artists' prints will fall to the floor and get damaged. Rather, transfer the material to another rack

system until you can safely remove your prints. It is a good idea to restore displaced material to the original rack so others will not have to search the studio to find their work. Staff will periodically move work on the drying racks to artists' drawers if left unattended for too long.

Do not leave plexiglass, plates, boards, plastic bags, and other non-print items on these racks.

You may also set up a flat drying system for prints using cardboard and homosote, which can be found under the paper table. Prints may be dried between newsprint and sandwiched between layers of cardboard. A layer of homosote separates the prints and provides additional weight to flatten.

### **Plate Cutter i :**

The plate cutter, near the entrance and next to the paper table, is for copper, zinc, or aluminum plates only. Plates should not exceed 16 gauge in thickness. The widest cut possible is 48 inches. Never use the plate cutter for wood, paper, plexi, plastic, or cardboard as this will damage and dull the blade. It is suggested that the plates be squared and marked prior to cutting for best results. The yellow gate in front of the cutting blades is a plate gripper. To visually set up a cut, look into the gap between the gripper and the cutting edge. The measuring guides along the sides are about 1/16 short. To avoid scuffing the polished surface of your plate, cover it with newsprint or a strip of paper. The towel under the blade is for catching the metal shavings; please do not remove it.

### **Tools:**

Brayers and rulers hang on the wall next to the Solvent/Etching Room door. Clean them well, and place back after use. Make sure to clean brayers after use with mineral spirits. Do not use alcohol on ink rollers, as it will make them brittle.

There are three larger diameter rubber rollers in the studio atop the black flat files. They can be used for oil or waterbased inks. Care is as follows: for oil based inks use mineral spirits and gently rub with a rag or paper towel until the roller is clean. For waterbased inks (or if you wish to avoid solvents) you may use vegetable oil followed by dish washing liquid. Rinse the roller with water and dry. When drying, take care to avoid scuffing the rubber surface. Take care not to drop the roller or strike it against a sharp edge; once the surface is damaged, there is little one can do to repair it.

### **Windows:**

You may open the windows as you like but remember to close them completely before you leave. The Studio is cooled by central air conditioning in the summer so it should not be necessary to open windows when it is hot outside.

There are several box fans in the studio; use them to dry prints and plates, or to cool off when the AC is not running.

Participating artists are asked to conserve energy and cooperate in studio temperature control. If the AC is on, please do not open the windows. If the Studio is too cool let the staff know and we will make necessary adjustments.

## **SOLVENT/ETCHING ROOM**

This workroom is for solvent cleanup, aquatinting, plate work, and similar processes that require ventilation. The main room in the Community Studio does not have any ventilation—all solvent application should be confined to the Solvent/Etching Room as much as possible.

The use of nitric acid and spray paint is prohibited. Etch only in the Solvent/Etching Room with ventilation on.

#### **Rosin Box:**

Make sure that there is an adequate amount of rosin in the bottom of the box. You will most likely need to scrape the excess along the sides down with a brush, which is hanging on the outside of the box on the right hand side. Close the door and give the crank a dozen turns clockwise (the handle should point down when you finish). Wait about a minute, then open the door and place your plate inside. Allow the plate to rest inside for 2-3 minutes and check the layer of rosin on the plate. If it needs more, place the plate back in the box, close the door and allow more rosin to drift down. More detailed instructions for the rosin box are pinned on the wall in the solvent/etching room. Examples of printed test plates are also in the solvent/etching room.

If the box is low on rosin, please notify staff and it will be refilled with crushed lump rosin. Do not pour powdered rosin or other powders into the box.

#### **Hot Plate:**

First make sure the hot plate is plugged in, turn it on, and then set the temperature dial. It takes about 20 minutes to reach a high temperature. Do the reverse procedure when you are finished. The maximum temperature is 450° F. Adjust the dial accordingly.

Do not let any ink, ground, rosin, etc. dry on the surface. The hot plate must be cleaned after each use, and turned off.

Please do not move the hot plate and, especially, do not place any solvents, grounds, or inks near it, as they will catch fire.

#### **Work Table:**

The long work table is for tray setup for etching, plate solvent cleaning, paper soaking, and other applications. Do not cut anything on it, as the cuts will absorb liquids and buckle.

Additional fluorescent lights are mounted on the wall above the work tables and hotplate. Please turn off when you are finished using them.

#### **Sink:**

This sink is for plate and ink rinsing, plate polishing, and other dirty work. Clean it after use. Inks, whiting, and similar materials will clog the sink; make sure that all materials are washed away before turning the water off.

#### **Ventilation:**

The ventilation exhaust switch is located on the darkroom side. It's a simple on/off switch. Turn it off after each use.

#### **Emergency Eye-wash:**

If any harmful chemicals should enter your eyes, use the eye-wash unit to rinse them away. Instructions are clearly provided on the unit.

#### **Tools:**

Graduated cylinders, photo trays for etching, funnels, and assorted beakers for general use are on the shelf under the hot plate. Miscellaneous containers, gloves, cleaners are stored there as well. Please thoroughly rinse these materials before returning them to storage, and do not leave them in the sink!



Store your ferric chloride on the shelf under the long work table. Mark your container with your name and date.

## **DARKROOM**

This room is intended for photo processes only. The overhead light is operated by the light switch near the doorway to the private studio on the wall with the hanging squeegees.

### **Safe Light:**

The darkroom is equipped with amber shields over fluorescent lamps. This is perfectly adequate for coating and shooting screens, cyanotype, solar plate/polymer plate etching, and photogravure.

### **UV Vacuum Exposure Unit #1 i :**

This smaller unit is used to expose screens, cyanotypes, polymer plates, photo-etching plates, and photogravure plates. Be sure to receive a demo before using this equipment, as it can be dangerous.

Do not rest any heavy objects on the glass when shooting a screen or close the lid on anything other than flat materials. Do not place anything sharp on the unit as it may scratch the glass or puncture the rubber. Aluminum frames or screens with staples adhering the mesh should be covered with heavy duty tape.

Weigh down the blanket with provided phonebooks to compensate for broken vacuum. The valve is located on the upper right hand corner of the blanket.

### **UV Vacuum Exposure Unit #2 i**

This larger exposure unit is very sensitive. Because of the high cost of running this unit, specific procedure must be followed in order to avoid unnecessary repairs. For example, when the lamp breaks it takes 2 full weeks to get a new one. A detailed training session is required before using this unit. The Largest O.D. (Outside Dimension) frame that can fit in this unit is 72" x 48".

### **Refrigerator:**

The refrigerator located in the Darkroom should only be used for the storage of chemicals. Make sure nothing you place in it leaks, and that the containers are clean. Please label containers clearly with your name and date as it is periodically cleaned.

### **Water Supply:**

Do not use any of the levers in the darkroom except for the **labeled levers** and the faucets. Moving any of the other levers affects the water supply for the whole floor and will cause problems in other parts of the studio.

### **Kranzel Power Washer i :**

Use only with cold water, as already set up; do not change the setup. There is a dedicated cold water line for the unit. Hot water will cause the breakers on the machine to engage. The on/off switch is located on the back of the power washer. If you are using the machine and it fails to work properly, turn off the water supply (labeled power washer) and give the washer a couple of minutes to recover, then turn the water supply on again and try using the power sprayer again. If problems persist, alert a staff member.

### **Screen Washout Sink i**

The screen washout sink is to be used solely for the purpose of developing and reclaiming screens, and washing ink. The power washer is stored beneath the basin. There is an array of fluorescent lamps behind a shield that allows you to clearly see if the screen is adequately cleaned or developed; the

switch is on the right. When you are finished using the sink, turn off the backlight, and be sure to clean the basin and surrounding area. Please remove any tapes, and ink/emulsion globs from the sink.

#### **Sink:**

This sink is to be used for rinsing out screens and tools, and drying. Do not use this sink for power washing; it will cause flooding. Please remove any tapes, and ink/emulsion globs from the sink.

#### **Screen Coating and Drying:**

Screens can be leaned against the walls for coating. Bricks are provided to support the screens as you coat them against the walls. Please clean up drops and globs of emulsion from the table or the floor.

Hangers above the large sink are for getting the screens out of harm's way while they dry. You can hang coated or washed screens to dry there. Hang the screen at the corner or between two hangers.

**Remove your screens from the darkroom and place in storage once they are dry. Screens left in the sinks or against walls risk becoming damaged or disposed of.**

Let your screen dry in front of a box fan near the exposure units. A powerful wall fan is available to expedite the drying time. Plug it in to turn them on. Turn it off by unplugging when finished.

#### **Tools:**

Squeegees are hung on the long wall above the work tables. Clean them immediately after use since acrylic inks will dry fast and damage the tools permanently. Do not leave them in the sink or elsewhere.

Scoop Coaters can also be found hanging on the wall between the solvent/etching room and darkroom. Wash them thoroughly and immediately after use with warm soapy water and a sponge and return to the hooks. Be careful not to drop them as the edges are easily damaged, and will cause uneven emulsion distribution.

Do not leave squeegees, scoopcoaters, or spatulas in the sink to dry. Wash thoroughly and immediately return them to dry either hanging on the wall, or leaving in the spatula container on the darkroom counter.

#### **Ventilation:**

The etching room ventilation switch is located by the acid tray table. It is a simple on/off switch.

#### **NOTE:**

The Publishing Studio can be accessed from the darkroom and from the Community Studio. However, it is alarmed with a motion detector in the evening and weekend hours when staff/monitors are not present. Even if staff forgets to lock these doors, please do not wander into the studio/office as you will trigger the alarm and police will be alerted.

## REMINDER

### Before you leave:

1. Close all windows.
2. Turn all electrical appliances off, or unplug them before you leave.
3. Clean every surface, tool, or machine you have used.
4. Put all your belongings back in your drawer, or on your shelf.
5. All garbage goes into the cans provided. If a bag is full, tie it up and place near the door to the Publishing Studio.
6. In case you find anything damaged or broken, or if something breaks while you are in the studio, notify the staff immediately. If it is after hours leave a note at the reception window or email a staff member.
7. Make sure all water faucets are turned off.
8. If you are the last person to leave, turn off the lights.

## STUDIO SUPPLIES

### The Printshop provides the following free basic supplies:

Blotters  
Newsprint  
Akua waterbased inks  
Isopropyl alcohol  
Odorless mineral spirits  
Scotch tape and masking tape  
Hand cleaner and misc. cleaning products (Windex, Simple Green, Comet, 409)  
Vinegar/whiting for degreasing

### The Printshop provides the following shared tools:

Rulers	Brayers
Cutting Mats	Large diameter composition rollers
Portable Box Fans	Etching blankets, various sizes
Screenprinting hinge boards	Photo trays for etching
Squeegees	Book press
Emulsion scoopcoaters	

All other necessary materials are the responsibility of the Artist. A list of places to purchase supplies is provided below.

**General supplies you should bring:**

Inks for printing  
Paper for final prints  
Paper towels  
Scissors/razor blades

**For Screenprinting:**

Emulsion  
Retarder for printing inks  
Screen Reclaimer  
Scrub brush/sponges  
Empty containers for mixing inks

**For Etching:**

Ferric Chloride  
Hard and/or soft grounds  
Tarletan  
Palette knives  
Disposable gloves

## Resources for Printmaking and Art Supplies

Artists may have printmaking materials shipped to them at the Printshop. Please make sure that your name is on the package, and we will leave it for you on top of the large flat files in the Community Studio.

General, Speciality, and Art Supply Stores in New York City:

**Adorama** – photography supplier for digital items, films, and media  
<http://www.adorama.com/>  
42 West 18th St (Union Square)

**Artist & Craftsman Supply** – general art supply  
<http://www.artistcraftsman.com/>  
307 2nd St. (Park Slope, Brooklyn)  
761 Metropolitan Ave. (Williamsburg)  
1449 Broadway (Bushwick)

**B & H** – photography supplier for digital items, films, and media  
<http://www.bhphotovideo.com/>  
420 9th Avenue and 33rd Street  
(212) 444-6615

**Blick Art Materials** – general art store: painting and drawing materials, printmaking materials (screenprinting inks and fabrics; etching plates, tools, ink and chemicals and more)  
<http://www.dickblick.com/>  
237 W. 23rd Street bet. 7th and 8th Aves. (Chelsea)  
650 6th Ave (Chelsea)  
111 4th Ave (NoHo)  
443 Broadway (SoHo)  
536 Myrtle Ave (Clinton Hill, Brooklyn)  
41 Flatbush Ave (Downtown Brooklyn)  
1-800-828-4548

**Bic Reuse NYC** – Recycled Building, home, and industrial materials. Sometimes they have Flat Files  
<http://www.bignyc.org/>  
One 12th St. (Redhook)

**CG Metals** – metal supplier for etching: copper, brass and zinc, and some tools  
<http://www.cgmetals.com/>  
(973) 783-5013 (by order)

**City Lumber** – Wood/mdf for woodcutters  
<http://www.citylumber.com/>  
(718) 937-6300 (by order)

**Dyke's Lumber**  
<http://www.dykeslumber.com/>  
43-01 9th St. (Long Island City)  
(212) 582-1930

**Guerra Paint and Pigment** – Specialty Paint and Pigment  
<https://www.guerrapaint.com/>  
57-52 58<sup>th</sup> Pl, Maspeth, NY 11378

**The League's Fine Art Supply Store** – general art supply  
<https://theartstudentsleague.org/league-nyc-art-supply-store/>  
215 West 57th St. Lobby, Suite 2

**McClain's** – woodblock supplies: inks, brayers, blocks and plates, engraving supplies, paper  
<http://www.imcclains.com/>  
1 (800) 832-4264 (by order)

**Polished Metals Ltd** – another source for copper plates in various finishes  
<http://www.polishedmetals.com/>  
1-800-526-7051 (by order)

**Renaissance Graphics** – specialize in printing materials; wide range of screen-printing, monotype, wood-block printing and etching inks and general materials  
<http://www.printmaking-materials.com>  
1 (888) 833-3398 (by order)

**Scherman & Grant Hardware** – general hardware store  
545 8th Avenue bet. 37th and 38th Street  
<http://www.ahardwarestore4u.com>  
(212) 947-7844

**Standard Screen Supply** – provides photography and screenprinting materials including paper, photo emulsions, inks, printing chemicals and tools  
<http://www.standardscreen.com>  
902 McDonald Ave (Brooklyn)  
(212) 627-2727 or 1 (800) 221-2697

**Talas** – General Supplies, a lot of Archival Materials, Adhesives, and a good Paper Selection  
[www.talasonline.com/](http://www.talasonline.com/)  
330 Morgan Ave (East Williamsburg, Brooklyn)

**TW Graphics** – wide range and variety of screenprinting inks  
<http://www.twgraphics.com>  
Order through Kayrock Screenprinting  
<https://kayrock.org/tw/index.php>

**Victory Factory** – provides only screenprinting materials: sells inks, frames, chemicals and tools  
<http://www.victoryfactory.com>  
1 (800) 255-5335 or (718) 454-2255 (by order)



## **SEXUAL HARRASSMENT POLICY**

for the LOWER EAST SIDE PRINTSHOP, Inc. (LESP)

LESP is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. It is the policy of LESP to prohibit harassment of any person by any other person, program participant or visitor on the basis of sex or gender. Sexual harassment also constitutes discrimination and is illegal under federal, state, and local laws. For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of working at the printshop; (ii) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's activity or creating an intimidating, hostile, or offensive environment.

This policy applies to all persons present in the printshop, whether paid or unpaid.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different sex or gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body or physical appearance, sexual prowess or sexual deficiencies; leering, catcalls or touching, insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including but not limited to electronic communications such as e-mail and text messages); and other physical, verbal or visual conduct of a sexual nature. Sex-based or other conduct directed toward a person because of his/her/their gender which is sufficiently severe or pervasive to create an unprofessional and hostile environment may also constitute discrimination, such as uninvited touching of a sexual nature or other conduct directed toward a person because of his/her/their gender which is sufficiently severe or pervasive to create an unprofessional and hostile environment.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.



Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while someone is traveling or at events or parties. Calls, texts, emails, and social media usage can constitute unlawful harassment, even if it occurs away from the workplace premises, on personal devices or during non-work hours.

Violation of this policy will subject the perpetrator to discipline.

LESP also absolutely prohibits retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy. Anyone who believes that any such retaliation has occurred should report this belief in the same manner as one would for a claim of harassment under this policy.

All members of management are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No member of management has the authority to suggest to any person that use of the facilities will be affected by the individual entering into (or refusing to enter into) a personal relationship with any member of management, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. LESP prohibits harassment, discrimination, or retaliation of anyone in connection with their use of the facilities by non-employees. Any harassing or discriminating behavior by non-employees, including vendors, customers, and employees of contractors or subcontractors should be reported. Any person who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

Anyone who has any belief that this harassment policy may have been violated by anyone should immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, notice and/or any report should be given to the Executive Director.

If a person makes a report to the Executive Director and this person either does not respond or do not respond in a manner the reporter deems satisfactory or consistent with this policy, the reporter (or affected person) should report the situation to one of the members of the Board of Directors.

Any actions or situations that are believed to violate this policy no matter how slight the actions may seem should be reported.





Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint follows this Policy, and all persons are encouraged to use this complaint form. Persons who are reporting sexual harassment on behalf of another person should use the complaint form and note that it is on another person's behalf.

LESP will conduct a prompt and thorough investigation that ensures due process for all parties and will thereupon take prompt, appropriate remedial action. LESP will protect the confidentiality of persons reporting suspected violations to the extent possible consistent with any investigation. No person will be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that are believed to violate this policy.

LESP is serious about enforcing this policy against harassment. Persons who violate this or any other organization policy are subject to discipline. Potential policy violations cannot be resolved unless reported. Everyone is responsible for reporting possible policy violations so that appropriate actions can be taken to address the matter.

All employees must cooperate with any investigations. While the process may vary from case to case, investigations should be done in accordance with the following steps: upon receipt of a complaint LESP will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, the individual should be encouraged to complete the "Complaint Form" in writing. If the individual refuses, a Complaint Form based on the verbal reporting nevertheless should be prepared. If documents, emails or phone records are relevant to the investigation, steps should be taken to obtain and preserve them. All relevant documents, including all electronic communications should be reviewed. All parties involved, including any relevant witnesses, should be interviewed. Written documentation and associated documents should be kept in a secure and confidential location. The individual who reported and the individual(s) about whom the complaint was made should be notified of the final determination and any corrective actions.

Sexual harassment is not only prohibited by LESP but is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at LESP, persons affected may also choose to pursue legal remedies with certain governmental entities identified in the complaint form.

**LOWER EAST SIDE PRINTSHOP, INC.**

**SEXUAL HARASSMENT COMPLAINT FORM**

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Executive Director. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources see the attached and/or visit: [ny.gov/programs/combating-sexual-harassment-workplace](http://ny.gov/programs/combating-sexual-harassment-workplace)

**COMPLAINANT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Select Preferred Communication Method:

Email  Phone  In person

**COMPLAINT INFORMATION**

1. Your complaint of Sexual Harassment is made about:

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: \_\_\_\_\_

Has the sexual harassment been continuing?      Yes   No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Acknowledgement

I, \_\_\_\_\_, the undersigned hereby  
(please print full name)

acknowledge that I have read the Studio Manual and am aware of the proper use and maintenance of the Printshop equipment, facilities, and supplies. Accordingly, I will be responsible for payment of damages caused to equipment, facilities and supplies because of my improper use or improper maintenance. Furthermore, as set out in the Manual, I am aware of materials and supplies located in the Printshop and, hence, any cost incurred by me that could have been avoided by referring to the Manual, shall not be the responsibility of the Printshop.

I further acknowledge that I enter upon the premises with the full knowledge of its conditions and that I assume sole responsibility for any loss of personal property and injuries that may be sustained. I also agree to not hold the Printshop liable and to save the Printshop harmless with regard to all such liability.

\_\_\_\_\_  
DATED

\_\_\_\_\_  
Participating Artist Signature

\_\_\_\_\_  
Printshop Representative

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Please sign this page, detach, and submit it to the Printshop staff when you are admitted to the Studio. Keep the Manual for your reference.