



Maintenance and Procedures Manual for Etching Press

Procedures

- Hiring fee: \$50 refundable deposit if returned in same condition as collected, \$20 per week
- Use of press is restricted to Borderline members only.
- Borderline members must be trained before use, and registered in the EPM (Etching Press Manual)
- Users must sign a contract before use. This includes a disclaimer that the press is hired only by a Borderline member and at his/her own risk.
- Workshops as a Borderline activity are exempt from the hiring and deposit fee, however members at the workshop pay a materials/premises hire cost
- To hire the press, members must contact a committee executive member.
- The press is stored at the Tennis club, and checked for maintenance every month. An executive, checks, signs/dates the Etching Press Manual (commonly called Priscilla) monthly. (Check Tennis Court requirements)

- If unauthorised persons use the press at any time they will not be covered by Borderline Regional Arts Association Inc. insurance

Use and Care of Materials and Press

- ✚ The press should only be moved by 2 able bodied persons at all times, using correct manual handling techniques.
- ✚ The press is to be stored in its box and used only on a strong, solid base.
- ✚ The blankets must not be washed. A piece of kitchen paper can be placed either side of the plate and paper to protect the blankets if necessary.
- ✚ If the etching press is damaged in any way, please inform the Borderline Committee asap.
- ✚ When loosening or tightening the tension it must be done equally on both sides in unison. The tension must be left loose when packing up (about 20 units), and the print bed and blankets have to be removed and stored separately
- ✚ When printing, the plate is to be placed correct side upward on the sheet of acrylic and the paper placed on top of the plate. The inked side should not touch either the blankets or the bed of the press.
- ✚ Participants must use clean plastic gloves when inking the plate so that there is no ink used near the press.
- ✚ Make sure the bed is cleaned after each print by wiping with clean tissues. If necessary, the bed may be cleaned with baby oil and then wiped clean to remove the oil. Participants' hands can also be cleaned with baby oil at the end of use.
- ✚ Tarlatan which issued to reduce ink on the plate is not to be washed, and may be reused.

Safety Gear.

- The press must be used sensibly and for the purpose for which it is made.
- All users must wear enclosed shoes while using the press.
- Long hair is to be tied back, dangly ear-rings, jewellery, scarves etc are not to be worn when using.

CARD – to go with press with photos showing operation, and position for packing up and storage.

Tennis Court Requirements

- ✚ The press must not be placed on the kitchen table or bench.
- ✚ No materials are to be placed on the bench without protecting the bench top.
- ✚ The club room must be left clean and tidy and all rubbish removed.
- ✚ A fee for use of the Tennis Court Club room is required.