

FIBER DEPARTMENT

STUDENT HANDBOOK

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1. Department Information: Classes, Staff and Contact

The Fiber Department is growing larger every year! Since the studio space is shared between so many people it's important to keep track of what spaces are available and when. Basic information such as class schedules, Technician hours and Fiber Department Contact Info are available 24/7 on www.inside.mica.edu/fiber .. These forms are also posted year round on the cork boards at the entrance to the Fiber Department and the Fiber Office. Students can refer to a copy of the Fiber Department Student Handbook in classrooms S205, S206, S201, and Fiber office.

Fiber Department Classrooms and Work Spaces

Fiber Department Classes are held mainly on the 2nd floor of the Station Building in rooms S206, S201, S205, as well as the Dye Kitchen and the Weaving Loft. Rooms S101 and S103 are shared classroom spaces. Please be aware that we are not the only department using these rooms. Fiber Students are expected to be respectful of these spaces and considerate of students and teachers from other departments who have access to these rooms as well.

EMERGENCY NUMBERS

1. CALL 911
2. MICA Campus Safety : (443)423-3333 or ext. 3333
(This way they know where to direct police or emergency workers.)

Mount Royal Station Building Guard's Desk: (410) 225-2242

General Security/Dispatch Desk: (410) 225-2245

Gas and Electric Emergencies: (410) 685-0123

Poison Control: (410) 706-7701

MICA Counseling Center: (410) 225-2367

Health Care Center/Mount Royal Medical Associates: (410) 225-8855

FIBER DEPARTMENT TECHNICIANS:

Michelle Edwards-Longway
Office Phone: (410) 225-2270
Email: medwardslongway@mica.edu

Jenelle Legge
Office Phone: (410) 225-2218
Email: jlegge@mica.edu

2nd Floor
Mount Royal Station Building
1400 Cathedral Street
Baltimore MD 21217

2. Access and Rules for Studio Use

1. Students must be currently registered in a Fiber course or have taken a class in the department within one year, (within the last two semesters), to be able to generally work in studio space of the department. Any other person who may want to use the studio including Graduates and students unenrolled in Fiber courses must contact the Chair of the department and the Fiber Studio Manager with a written proposal listing what spaces that will be used, when they will be used, and what the person intends to do.
2. Students must be trained by Fiber Faculty or Staff to use the equipment. This includes the print tables, industrial machines, digital embroidery machines, digital quilting machines, knitting machines, looms, light tables, tool room equipment, dye room equipment, ect.
3. Do not paint, mark or glue any permanent substance on the windows or sprinkler heads. Do not hang work from pipes or light fixtures. Use drop cloths to protect floors from damage. Graffiti is prohibited. Any holes left in the wall that are larger than a t-pin should be patched or spackled over. Students are responsible for obtaining their own installation hardware.
4. Students are representatives of the Fiber Department and as such, are expected to exhibit good work habits and to be respectful of one another as well as the studio space. Students are responsible for cleaning up after themselves and exhibiting respectful studio work practices. Be considerate of others when you work in the space. Do not disturb others while working. (Music, smell, lights,etc) Return all items to their correct spot. This includes but is not limited to cleaning items Cleaning brooms, studio equipment and dye room supplies. Never leave food trash or other garbage for someone else to clean up.
5. During class times, there is limited use of the Fiber studio space depending on the activity within the class. Critiques, demonstrations, or in class workshops may need certain spaces and a quiet atmosphere. Please be aware of these situations and please notice the schedule of classes posted at the entrance door to the department. If you are unsure what spaces are going to be used by the class that day, check Super Sass for any reservations, ask a Technician or an Instructor for permission before beginning work.
6. The department classroom studio spaces are open til the building is open.Monday-Friday 8am-midnight and Saturday -Sunday 8:30am-10pm. . At the end of your working period ,please begin cleaning up ½ hour before you leave.This includes checking that all faucets, irons, heating elements are turned off. If you are leaving before closing hours, security may ask for you to start clean up at a earlier time in order to clear out all of the building. Building Hours during holiday breaks may change. During the winter and spring break, studio usage is limited and subject to change. The department is closed to students during the summer unless they are registered for a Fiber summer course. Building hours and closures can be viewed at any time on the MICA website, Campus Safety will send out emails detailing any changes throughout the semester.
7. Students are required to post signage warning viewers of potentially offensive subject matter. This may include potentially offensive visuals, language, or sexual content. This gives viewers an opportunity to avoid the work if they choose to do so. Any art project that might present health and safety concerns or legal concerns for the artist, viewer, department, or school must be reviewed by your appropriate instructor and or studio manager.
8. Check SDS health ratings for all materials you use. Check the department SDS binder for information on handling, use and personal protective equipment (binders are located in the dye room, s208). Contact the supplier and studio manager if you are bringing in material to use in our facility. You should be aware of whether gloves are needed, ventilation, goggles, or any precautions you need to take. If you bring materials into the department, please bring the SDS sheet with you and give a copy to the Studio Manager.
9. Consult Studio Managers about appropriate spaces and facilities for the use of toxic substances in the Department prior to using them. For example, do not spray paint in the classroom spaces. Use the spray room with the PPE recommended on the MSDS / SDS. The use of biohazardous waste is not permitted in the studio unless under direct faculty supervision. A proposal must be written by the student detailing the handling, storage and disposal method of the hazard. It must be signed by the supervising faculty member, and EHS office once it has been approved.

10. All chemical containers must be clearly marked with the manufacturer's labels. If materials are repackaged, they must be clearly labeled with a Hazardous Materials Identification System (HMIS) sticker label including contents, the date, and student's name. HMIS (Hazardous Material Information Stickers) stickers are available on the health and safety boards. Use only tightly re-sealable containers for chemicals. Do not use secondary containers for materials unless labels are fully removed and contents are clearly labeled with HMIS sticker. Use the flammable storage cabinets to store flammable items. Place your name on the item if held in the department closets. Closets can be found in the dye room, in the Tool Crib, in the hallway near the elevator on the second floor.
11. If you would like to reserve a shared installation space contact a the Sculptural Studies Program Coordinator to confirm access. Then schedule the reservation with the Program Coordinator on the 1st floor room S116. .
12. Print table reservations can only be made by students enrolled in fiber classes. Anyone else must receive permission for studio use from the Chairperson.
13. This form is for any grad student, non Fiber faculty, or student not currently taking a Fiber Course. When you apply for permission, please describe any tool or facility use. We will consider your application and review with faculty using the facilities. [Permission to use the Fiber Department \(google.com\)](#)
14. Dogs and other pets are not allowed in the studio without the owner present. Pets must be MICA registered, leashed and properly cared for. Each instructor may allow or disallow pets depending on course needs. No food, drink, or pets are allowed in the dye room.
15. Visitors are not allowed in the dye room without being accompanied by a registered Fiber student, Faculty or Studio Manager.

3. Emergency Information: Emergency Plans and Department Safety

EMERGENCY PHONE NUMBERS

IN CASE OF SERIOUS ACCIDENT OR EMERGENCY:

- **CALL 911**
- **MICA Campus Safety : (443)423-3333 or ext. 3333**
- **Notify a Studio Manager or Faculty**

Mount Royal Station Building Guard's Desk: (410) 225-2242

General Security/Dispatch Desk: (410) 225-2245

Gas and Electric Emergencies: (410) 685-0123

Poison Control: (410) 706-7701

MICA Counseling Center: (410) 225-2367

Health Care Center/Mount Royal Medical Associates: (410) 225-8855

TYPES OF EMERGENCIES

1) Life threatening emergencies:

- Examples: heart attack, unconsciousness, car accidents, slurred speech, narcotics overdoses, fires, terrorism, explosions, etc.
- Call 911 for Baltimore City Police, Fire or Ambulance
- Notify guard at security desk or call Campus Safety at 443-423-3333
- Notify a Studio Manager or Faculty member

2) Non-Life threatening emergencies:

- Examples: cuts, slips, trips, flooding, sprains, strains, etc.
- Call Campus Safety at 443-423-3333

3) First Aid Injuries:

- Examples: band-aids, hot/cold therapy, removing splinters, etc.

EMERGENCY REPORTING

- Call 911 and then Campus Safety at 443-423-3333, Campus Safety is trained in first response.
- Give the exact location of the emergency (building, floor and room)
- Give your name and the number where you are calling
- Describe the nature of the emergency (fire, injury or leak)
- Stay near the phone if possible for additional instructions.

EMERGENCY AWARENESS TRAINING GOALS

- Know the Emergency Reporting Procedures
- Know the quickest evacuation route from any area
- Know the location of "safe meeting" areas for Mt. Royal Station Building
- Know the location of emergency and safety equipment in each area (phones, alarms, extinguishers, eyewash and first aid)

FIRE: In the event of a fire follow the exit signs to get out of the building safely and quickly. The safe meeting location for the Mt. Royal Station building is at Mt. Royal Ave. and Dolphin St. at the top of the wooden stairs. Please do not mill around in the parking lot. If you cannot exit the way you came in, follow the exit signs and meet your class at the safe meeting location.

TORNADO: In the event of a tornado please go to the 1st floor of the Mount Royal Station Building and stand in the hallway away from all windows.

EARTHQUAKE: In the event of an earthquake please go to the 1st floor of the Mount Royal Station Building and stand in the hallway away from all windows.

TRAIN DERAILMENT: In the event of a train derailment exit the building staying away from the tracks. Exit near the Digital Fabrication Lab, cross the parking lot and stand on the sidewalk by Cathedral St. away from the driveway. (Do not stand in the parking lot and do not stand above the tunnel at the safe meeting location for fire.)

FIBER DEPARTMENT FIRST AID LOCATIONS

1. S208 Dye Kitchen First Aid Kit located by the Drying Rack
2. S208 Dye Kitchen Eye Wash Station near the Silkscreen Sink
3. Around the corner from the restrooms on the second floor as you go up the staircase to the s201 mezzanine senior studios.
4. Station Building Guard

EMERGENCY EYE WASH STATION

What is an Emergency Eye Wash Station?

The law requires that facilities using hazardous chemicals (like the Fiber Department Dye Kitchen) are required to install an Emergency Eye Wash Station in case something harmful splashes into someone's eyes. The station itself is a small metal sink with two shower head-like jets pointing upwards. There is a hand pedal on its side. If someone is using the Emergency Eye Wash Station then they need to

Where is the Emergency Eye Wash Station?

The Fiber Department's Emergency Eye Wash Station is located in the Dye Kitchen next to the power washer.

If you have any questions or concerns about Environmental Health and Safety please contact your Studio Manager or the Environmental Health and Safety Director.

MICA's Environmental Health and Safety Director: Erik Ketlesen, eketlesen@mica.edu Environmental Health and Safety Office (443)-819-6421 Office located 2nd floor Fire Station	MICA Fiber Studio Managers Jenelle Legge: 410-225-2218 Michelle Edwards-Longway:410-225-2270
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Department Security

1. Do not compromise the security of yourself and others in the Fiber Department. Do not leave coded doors open. For example, the entrance doors open to the Fiber department. The doors at the top of the stairs to S201 and S206 are fire doors and also prevent theft when closed properly. If you need to prop the door to move something through be sure to unprop it right away and make sure the door is closed tightly. Students who attend class in the department can contact their instructor or a Studio Manager to determine if they have access and to obtain a door code.
2. Please report anyone who you may think does not belong to the Station Guard, a Studio Manager or Faculty member who is present. Ext 2242 is the Station Guard's extension.

3. Classroom and Studio phones are for student convenience and available to call in emergencies. Please limit any unnecessary incoming phone calls during class times. The ringing may be distracting for instructors.
4. Locker space is limited; check out a locker from the Tool Crib. Please place items that you need to bring with you but don't want to leave out in the studio in your locker. If you do not have a locker make sure to place your valuables in a safe location or keep them with you.
5. Fire extinguishers are located throughout the department. No one is required to use the fire extinguisher in the event of an emergency.
6. Thefts should be reported to the Station guard ext 2242 or the Fox Building Guard ext 2245. Please inform the Studio Managers of any incidents as well.

4. Environmental Health and Safety

MICA's Environmental Health and Safety Director: Erik Ketelsen, (443)-819-6421

Hazard Communication Training

<p>1. Know Your Materials</p> <ul style="list-style-type: none"> - Find information about your material by always reading the labels on the product - Note seals of approval such as “Toxic” vs “Non Toxic” - Review MSDS / SDS and look for a list of ingredients, precautions, emergency procedures, disposal procedures <p>2. Potential hazards of the materials:</p> <ul style="list-style-type: none"> - <u>Poisons</u>: These materials can destroy the health and possibly the life of a person once it is absorbed into their body. Examples include and are not limited to heavy metals, printing solvents, certain powders and silica dust. - <u>Irritants and Corrosives</u>: These materials can attack the exterior of the body and can cause irritations and burns, particularly to eyes. Examples include and are not limited to photo chemicals, solvents, acids found in printmaking and fiber processes. - <u>Flammables and Combustibles</u>: These materials can cause fire damage when ignited. Examples include and are not limited to solvents, adhesives, thinners, paints, dry thiox powder and wax. - <u>Routes of exposure (how these chemicals can enter your body)</u>: inhalation, ingestion, absorption, air quality, eating, hygiene and skin contact. - <u>Body responses can be chronic or acute</u>: Respiratory system, skin, digestive system, central nervous system, lung sensation, cracking/peeling/burning, indigestion/nausea, narcosis/dizziness. <p>3. Know Your Processes, Tools, Techniques and Hazards</p> <ul style="list-style-type: none"> - Read then follow the directions - Ask questions if you don't know how - Use tools for intended purpose - Cut away from the body - Avoid loose clothing - Tie back long hair - Wear protective clothing and footwear appropriate for the task at hand <p>4. Know How to Prepare and Respond to Emergencies</p> <ul style="list-style-type: none"> - Call for assistance - Keep fire lanes (all walkways from door to door) clear - Review your evacuation routes and exits - Know the location of the emergency eye wash station 	<ul style="list-style-type: none"> - Know the location of the fire extinguishers and alarms - Know the shut offs for all equipment and machinery - Shelter locations, safe meeting locations and emergency action plans <p>5. Know Your Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> - Check SDS for recommended or required PPE - To protect skin use: gloves, apron, jacket, protective clothing and footwear - To protect eyes use: face shields, goggles or safety glasses. - To protect lungs use: particulate respirators, half/ full face respirators and ventilation systems - To protect ears use: earplugs or earmuffs <p>6. Know How to Work Safely</p> <ul style="list-style-type: none"> - Use ventilation hoods and ducts (local and general exhaust) - Do not use breakable containers for chemical mixtures (glass or ziplock bags) - Cross out all food labels on repurposed food containers and label “not for consumption” - Do not eat or drink in the studios - Substitute with an alternative less toxic material - Be aware of spontaneous combustion (use the red solvent cans for hazardous waste) - Store materials at below head level - Use proper lifting techniques - Repetitive motion (break up the work, remember to stretch or focus on something else far away for 20 seconds every 20 minutes) - Do not work alone (periodically check in with others) <p>7. Know Proper Housekeeping:</p> <ul style="list-style-type: none"> - Clean up after each session - Use HEPA (High Efficiency Particulate Air) Filter Vacuum for silica clay - Use wet methods such as mopping or wiping with a wet rag to prevent particulate from becoming airborne - Clean up spills immediately (prevents slipping and exposure) - Practice good personal hygiene (always wash before eating) - Never wash hands in solvent - Wash your work clothes separately
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SDS (Safety Data Sheet) Information

The Hazard Communication Standard (HCS) (29 CFR 1910.1200(g)), revised in 2012, requires that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs) (formerly MSDSs or Material Safety Data Sheets) for each hazardous chemical to downstream users to communicate information on these hazards. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in a consistent user-friendly, 16-section format. This brief provides guidance to help workers who handle hazardous chemicals to become familiar with the format and understand the contents of the SDSs.

The SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. The information contained in the SDS must be in English (although it may be in other languages as well). In addition, OSHA requires that SDS preparers provide specific minimum information as detailed in Appendix D of 29 CFR 1910.1200. The SDS preparers may also include additional information in various section(s).

Sections 1 through 8 contain general information about the chemical, identification, hazards, composition, safe handling practices, and emergency control measures (e.g., fire fighting). This information should be helpful to those that need to get the information quickly. Sections 9 through 11 and 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, exposure control information, and other information including the date of preparation or last revision. The SDS must also state that no applicable information was found when the preparer does not find relevant information for any required element.

The SDS must also contain Sections 12 through 15, to be consistent with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS), but OSHA will not enforce the content of these sections because they concern matters handled by other agencies.

United States Department of Labor / Occupational Health and Safety Administration

<https://www.osha.gov/Publications/OSHA3514.html>

GHS Chemical Labels

The Globally Harmonized System (GHS) is an international approach to hazard communication, providing agreed criteria for classification of chemical hazards, and a standardized approach to label elements and safety data sheets.

- **Hazard classification:** Provides specific criteria for classification of health and physical hazards, as well as classification of mixtures.
- **Labels:** Chemical manufacturers and importers will be required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided.

Each label also includes symbols for Personal Protective Equipment (PPE) that is required for each chemical.

Disposal Of Commonly Used Materials In Fiber Department

1. **SINKS:** The sinks in the dye room are designated for specific tasks. There are four sinks: Dye Sink, Indigo Sink, Feltmaking Sink, and a Silkscreen Sink. Materials relating to each activity should be disposed of in the proper sink. NEVER dispose of wax or print paste in the sink.
2. **WAX:** NEVER put wax in the sink! To remove the wax from a dye batik dye bath, strain cool water from a wax pot through a strainer into a bucket. The department recommends using a square of silkscreen mesh over a bucket, having a bungee cord holding the screening in place. Again, DO NOT EVER pour wax and waxy water down the sink!

3. **PRINT PASTE:** Never put pour paste down the drain. Print paste or any solution thicker than pudding should be dumped in the trash can. Scrape out as much as you can and then wash the container in the sink.
4. **Acidic/Basic Water Waste with a pH <5 or >9:** Read the instructions on how to test for pH levels above Sinks #1 & #2. After testing and neutralizing, neutral water waste can now be poured down the drain. Most common baths include Mx dyes baths, Acid dye baths and Natural dye baths.
5. **TRASH:** There is a large dumpster located in the Station Building Parking lot. Please dispose of any large items in this dumpster. Do not leave items outside of the dumpster area. Do not dispose of hazardous waste or recycling in the dumpster.
6. **RECYCLING:** Please only dispose of recyclable items in the recycling bin. This includes clean dry paper products, clean aluminum cans, glass bottles, and cardboard.
7. **E-WASTE:** Please only dispose of e-waste items in the e-waste bin. This includes electronic waste such as printer cartridges, cds, toner cartridges and broken electronic parts.
8. **HAZARDOUS WASTE:** Consult a Studio Manager or refer to SDS / MSDS sheets to determine whether or not an item is considered hazardous waste. A quick list includes rags soaked in solvent (please dry before disposal), containers that held flammable chemicals or corrosive waste.
9. **SHARPS BOX:** Any sharp blades should be disposed of in a red sharp disposal bin. One disposal box is located in the dye room, on the Health and Safety Board.
10. **METAL DISPOSAL:** Please dispose of any small broken metal items in the metal disposal boxes. One is in s203 and another in the Weaving Loft.
11. **UNLABELED WORK AND OTHER ITEMS:** Please do not leave materials in the studio. Unmarked or unclaimed items will be disposed of.

Health and Safety Open Notebook Quiz

Each year every student is required to take a Health and Safety Quiz. The quiz is an open notebook and does not affect your grade in any way. The purpose of the quiz is to remind students of proper H&S procedures and to document what students understand and do not understand. This is one of the ways that department Technicians can determine what students are not understanding about health and safety in the Fiber Department.

Online Respirator Exam

Workstudy students and Teacher's Assistants who are asked to work with hazardous materials are required, by law and the Environmental Health and Safety Department, to take an online respirator exam to determine whether they are physically able to safely wear a respirator mask. Students who are not employed by the school are not required to take the exam. For more information about this policy contact a Studio Manager or Erik Ketelsen, MICA's Health and Safety Director at(443)-819-6421.

5.Fiber Classroom & Equipment Policies

Room S206

Rules:

Students who use S206 as a workspace when classes are not in session MUST make sure that they clean up after themselves. There are brooms and dustpans located in the hallway by the Fiber Office. Failure to follow proper clean up procedures can lead to loss of facility access.

The Weaving Loft is directly above S206. Please keep class schedules in mind when planning to come in and work independently.

Materials stored under print tables in s206 are classroom supplies and are not available to students. These supplies are reserved for classroom use only and you must be given permission by the instructor to take.

What happens in S206?

This space is reserved for multiple classes throughout the week. When classes are not in session it is available for students to use as a workspace. During class, students enrolled in the class take priority for the use of the equipment and space in this room. If a student who is not enrolled in the class wishes to use this room during class time the student must get permission from the class's Instructor.

Recommendations before using S206

Check the Classroom Schedule posted on www.micafiberdepartment.com, Super SASS or the Classroom Schedules posted on the cork boards at the entrance to the Fiber Department and the entrance to the Fiber Office.

Equipment in S206:

Padded Tables: There are screen-printing tables located in this room also. Be sure to sign up for a time slot on the Screen Printing Sign Up Sheet through Super SASS. Never use the padded table as a cutting surface. Clean up all spills and print paste residue after each use to make sure that the next person's work is not damaged when they use the table.

Wooden "T" Squares: Large "T" squares are also stored in this room against the wall behind the stairs that lead to the Weaving Loft. They are stored there so that people can use them during screen-printing to align repeat patterns.

Hanging Extension Cords: Retractable extension cords are installed in multiple locations on the ceiling above the worktables. Please take caution when pulling the cord, and make sure that there isn't excess cord hanging on the floor where someone could trip. Occasionally a fuse will blow when multiple people are using the cords at once and they override the circuit breaker. Do not attempt to fix this problem on your own. Notify your Instructor or a Technician.

Light Table: A large light table is available for students to use to transfer images to tracing paper. Please remember to turn off the light table and cover it back up once you are done. NEVER cut anything directly on the light table it scores the surface of the plastic top.

Lockers: Lockers are assigned to students at the beginning of each semester. Those who are interested should contact a Technician to find out how many are available for each class. Some lockers have combination locks on them already; in this case the Technician already has the combination on file. Students who have lockers with locks on them just need to ask a Technician for the combo. If a student gets a locker without a combination lock they are responsible for getting their own. Many times, due to lack of space in the department, students must share lockers. If students are sharing lockers it is of the utmost importance to keep the space clean and free of excess clutter. The lockers are here so that students can store supplies in a secure place in the Fiber Department vs carrying materials to class everyday. This is particularly beneficial to students who do not have a car or studio space on campus. Students are not allowed to store food, combustibles or uncovered dye auxiliaries in their lockers. Please check the Material Safety Data Sheet for the proper storage of a product if you are unsure.

Projection Screen: There is a projection screen in this room, but there is not projector. Ask your Instructor or a Technician about the availability of the department's Media Cart.

Room S201

Rules:

What happens in S201?

This space is reserved for multiple classes throughout the week. When classes are not in session it is available for students to use as a workspace. During class, students enrolled in the class take priority for the use of the equipment and space in this room. If a student who is not enrolled in the class wishes to use this room during class time the student must get permission from the class's Instructor.

Recommendations before using S201

Check the Classroom Schedule posted on www.inside.mica.edu/fiber, Super Sass or the Classroom Schedules posted on the cork boards at the entrance to the Fiber Department and the entrance to the Fiber Office.

If you need to cross through S201 to get to the Tool Crib then please take care not to be disrespectful of any classes in session.

Equipment in S201

Industrial Machines: Industrial sergers and sewing machines are kept in this room throughout the year. These machines are only available to students who have been trained to use them by the Fiber Department Faculty or Staff.

Projection Screen: There is a projection screen in this room, but there is not projector. Projection Equipment can be borrowed from the Audio Visual Help Desk located in the Art Tech Center. To view various equipment inventory and availability, go to <http://checkout.mica.edu/webcheckout/pir/login>

Lockers: Lockers are available in s201 and throughout the department each semester. In order to access a locker space, students must sign for the space from the Tool Crib. It is recommended that students pair or triple in groups so that space can be available for all Fiber students. Lockers can be occupied up until the last day of the semester. The Tool Crib's paper checkout record has a section labeled, "Lockers", and the locker numbers throughout the studio are listed. If a locker is occupied but there is no listing in the Tool Crib record, contents can be taken out. If the locker contents is not removed by the end of the semester, contents can be taken out. Students can provide their own locks.

**Students are not allowed to store food, combustibles or uncovered dye auxiliaries in their lockers. Please check the Safety Data Sheets for the proper storage of a product if you are unsure.

Room S203

What happens in S203?

This space is reserved for Material Construction and consists of mostly Knitting Machines used specifically for that class. If you wish to use a Knitting Machine, please check in the Tool Crib for access to one or contact the faculty member heading Material Construction. This room cannot be used for any other purposes; if you have a special request, please ask the Fiber dpt. Chairperson, a Studio Manager and/or Faculty.

Equipment in S203

Knitting Machines: Knitting Machines are reserved for students currently enrolled in Material Construction.

Bernina Longarm Quilting Machine: Attend a training session in order to use. After being trained, please sign-up through SuperSAAS to reserve a date and time.

Room S207 / Fiber Office

Rules:

- 1) Students should not be in the Office alone. You must have permission by staff or faculty to come into the office when it is vacant.
- 2) Staff and Faculty desks are in the Fiber Office. Do not take anything off of anyone's desk or take any information from filing boxes without permission.
- 3) Materials for classes are stored in the Office, please do not touch or take anything without a Studio Manager or an Instructor's permission.

Fiber Office Resources

Chair Person's Office: The Fiber Department's Chair has a private office in the back left corner of the Faculty Office Space. Students must have permission to walk through the Faculty Office Space to the Chair's Office. Many times the Chair will be meeting with another student or instructor. Always ask if he or she is available to meet before entering. Students are not allowed to be in either space without a Staff or Faculty member present.

Conference Area: The Conference Area of the Fiber Office is the first room you walk into. There is a large wooden table by the windows that is reserved for meetings, student and faculty research. Please keep it clean and clear of debris.

Fiber Department Library: The Fiber Department Library is located in the Conference Area. An inventory list of our book selection can be viewed 24/7 at www.librarything.com. Instructions for signing into the librarything.com are posted on the corkboard next to the Fiber Library bookshelves. This is a non-circulating library, which means that students cannot rent out books. However there is a common use computer available in the Conference Area with a fully functional scanner. Students may scan books from the Fiber Library and then email the files to themselves or transfer them to a jump drive. To read more about the library turn to the Fiber Department Library Section of your Student Handbook.

Faculty Office Space: The Faculty Office Space is the second room in the Fiber Office. This is a private workspace for instructors. Students may not enter this space without permission from one of the Faculty or Staff.

Studio Manager's Desk: The Studio Manager's desk is located in the Demo Room. Please knock before entering and wait for permission before proceeding. Studio Managers are here to provide environmental health and safety information, train students on various equipment and processes, monitor spaces, answer questions about the studios, open locked doors, and communicate messages to teachers from students and outside departments. This is the first place you should look if you need to speak to a Studio Manager about issues with equipment or the facilities. Never touch or take anything out of this area without permission.

Demo Room: There are two Demo Rooms where communal classroom supplies are stored. One is located in s206 and the other is in s207/s208 specifically for dye tools. Students may not enter this space without the permission of a Studio Manager or Teacher. Many times a teacher will ask a student to get some supplies from this room for class. Please remember to explain that before walking in and taking something. The Demo room also has a door between the Fiber Office and the Dye Kitchen. Do not use this door as a shortcut without permission. The studio manager is trying to work in the same room and it is very distracting when groups of people walk through.

Media Cart: The Media Cart is reserved for Faculty and Staff. It contains a laptop, projector and speakers and is kept locked. Sometimes students are granted permission to use the Media Cart for presentations or projects related to a Fiber course that they are currently enrolled in. Students must get permission from their Instructors before using it. It is also beneficial to be aware of what other classes are planning for the day so that a conflict of interest does not occur.

Office Kitchen: The Office Kitchen is for Faculty and Staff only. Students may not enter without permission.

S206 Mezzanine / Weaving Loft

Rules:

1. Items that are stored in the weaving loft such as yarns on the shelf, yarns on the working tables or weaving loom benches, bobbin winders, weaving loom accessories (lease sticks, metal pencil rod, or cardboard) are only for the weavers and the class.
2. Keep walkways clear in between in looms. Students who are weaving should tidy the area around their loom after a working session so that people walking through have ample space and that the walkways are clear.
3. Hardware tools and other materials for the weavers are kept in one of the tool chest in the weaving loft. These items should stay in weaving.
4. Students should communicate to the instructor or the Studio Manager if there are problems with the loom. There is also a dry erase board to identify the loom problems.
5. Keep the emergency exit door accessible. Do not block the pathway to the exit.
6. There are some materials kept for the classes and also some materials kept for Voucher Bookstore sale in the weaving loft storage room. Students need to have faculty or staff assistance when inside the storage room.
7. Priority of weaving loom use goes to the registered student who is taking a weaving class.
8. Fiber students or even Graduate students who are interested in using a loom and are not registered for a class must get permission from the weaving instructor and the Studio Manager to use an available loom. Graduate students will need to write a proposal to explain what they will need. Fiber students will need to communicate their need to the instructor: how long they need the loom, what type of loom is needed, etc.
9. Looms must be cleaned at the end of each semester. Masking tape should not be used on the loom. Instead find other ways to attach items to looms: tying, hanging, etc

What happens in the Weaving Loft?

The weaving loft is a classroom space for the Weaving classes that run both fall and spring semesters. The storage room located in the weaving loft has materials available for Fiber class demonstrations and samples.

Equipment in the Weaving Loft:

- 19 WEAVING LOOMS OF DIFFERENT SIZE AND MODELS
- 1 SPINNING WHEEL
- CABINET WITH RATTLES AND LEASE STICKS
- CABINET WITH REEDS THAT ARE AN ACCESSORY TO THE LOOMS
- YARN SUPPLY THAT IS ON THE BLACK SHELF (USUALLY DONATED MATERIALS)
- WEAVING RESOURCES: NOTEBOOKS WITH WEAVING DRAFT PATTERNS LOCATED ON BLACK SHELF
- WEAVING LOOM ACCESSORIES SUCH AS WARPING BOARDS, WARPING MILLS, UMBRELLA SWIFTS AND BALL WINDERS
- Storage room items: accessories and hardware for the weaving loom

Recommendations before using the Weaving Loft:

1. Light switches to the loft can be found in the hallway going to the Dye Room and near the Darkroom. You may want to switch the lights on beforehand. There is one set of fluorescent lights that hang across the width of the room. This switch can be located on the right wall, in the middle of the room. Lights are on a motion sensor so if you find that they shut off, wave your hand or move and they will turn back on.
2. The space between the looms can be narrow. Please watch out for loom brakes or cranks or miscellaneous accessories and parts that can catch loose clothing or poke.
3. Health and Safety recommendations: Keep walkways clear, weaving sometimes requires long sitting times and bending. Please keep in mind good posture habits and moderate interim stretching

Room S205

Rules for S205:

- 1) Check the Classroom Schedule before working in this room.
- 2) Always clean up after yourself. Sweep up all scrap fabric, stray threads, ect. Throw away broken or bent needles, blades and pins in the red "Sharps" container in the dye kitchen. Don't throw sharp objects in the regular trash.
- 3) Do not use any equipment in this room unless you have been trained to use it.
- 4) Never remove equipment from this room without permission.
- 5) Do not store personal items in this room.

What happens in S205?

S205 is a multi-purpose room that is used by a couple different classes throughout the year. It is also used for presentations, critiques and independent work sessions. S205 stores fabric and yarn donations that are available to our Fiber Students and students given permission.

Equipment in S205:

Work Tables: Please remember never to cut directly on the tables without a cutting mat. It scores the table's surface. Sometimes large or excess donations are stored on the shelves under the tables. If you take from the donations pile please make sure you put everything away neatly under the tables when you're done.

Computer & Projector: Students and Faculty use the computer and projector station in S205 for presentations and research. If you upload any files to the Desktop from a jump drive, please remember to delete them once you are finished. If you experience technical difficulties with the computer or the projector contact a Fiber Technician or Technology System Services for assistance or call AV at 410-225-2301.

Recommendations before using S205:

Remember to check the Classroom Schedule before setting up to work in this room. Space is limited in the Department, so please be courteous and make room for other students who need to work.

If you find that the doors are locked, contact a Fiber Department Studio Manager or Faculty member.

6. Dye Kitchen

DYE KITCHEN POLICIES

Safety is the primary concern in the Dye Kitchen. If not properly taken care of, it can pose a threat to the health and safety of those who use the room.

Who should be in the Dye Kitchen?

The Dye Kitchen and its equipment are available to Fiber majors and to those people who are taking Fiber courses in the Fiber Dept. Anyone else must have the permission of the chair and the technicians.

Recommendations before using Dye Kitchen:

1. Read SDS on specific materials
2. Know the proper personal protective equipment to wear with the process you are working on. Prepare ahead of time, bring goggles, gloves, an apron, protective clothing and always wear sturdy footwear.. **No sandals, high heels, flip flops or barefeet in this room for your safety.**
3. Do not use any equipment that you have not been trained to use or if you are seriously are impaired by lack of sleep etc.
3. Review the posted dye kitchen policies and ask a Studio Manager or Faculty member for help if you don't know something.
4. **BRING YOUR OWN CONTAINERS WITH TIGHT FITTING LIDS AND SUPPLIES FOR LABELING ITEMS IN THE REFRIGERATOR AND FLAMMABLE CABINET.**

DYE KITCHEN RULES

1. Do not leave artwork in the studio for an extended period of time unless given permission by the chair or studio manager.
2. All containers must be labeled which need to be stored in the dye room either in the refrigerator or anywhere in the dye room. Label container with the name of the substance, class, date and your name. If the container has food labels, please cross them out and write "not for consumption" on the container. Bring tight fitting lids and do not use the bucket and square bins for your own personal storage. These are for in class use only.
3. Do not leave silk screens on the dye room floor for an extended period of time. Always put them away ASAP and label with your name.
4. If working with wax, you must lay a drop cloth to cover the surface of the floor or table. Turn on the vent hood to exhaust fumes from the wax. Turn off wax plates when finished. Use only irons and pots marked "for wax."
5. No personal clothes laundry in the washer or dryer.
6. No pets allowed. There could be chemicals on the floor, this is not a safe space for animals.
7. You must have training from a faculty member or technician before using the dye room equipment or any materials.
8. Clean up after yourself. Wash all dishes, wipe down all surfaces, put dirty rags in the dirty laundry bin
9. Clean spills immediately. Sweep and mop if necessary. Never leave puddles, spilled dye or chemicals to dry. This can create an inhalation hazard or a slip hazard.
10. If you do not know how to use the equipment or you are not sure you have the right material, ask a technician or faculty member to help you.
11. Eating and drinking are prohibited in this area.
12. The dye studio is normally open until midnight. Please be considerate of others who work in the studio as well as the studio classes who may need to use the studio the next day. We rely on each student to be responsible and to clean up after themselves or report issues about equipment or materials. There is a posted sheet on the door of the Dye Room to list any problems and concerns if Faculty or the Technicians are not available.

13. Please place a black tub under wet cloth or material hanging on the drying rack.
14. You must rinse fabric and other materials clean of excess dye before using the washer or the dryer. Always keep these areas clean.
15. Personal and department owned drop clothes should be laundered. Do not return unlaundered drop cloths to the tool crib. Please avoid a laundry pile up by helping out. If nothing is in the washing machine and there are lots of dirty drop cloths or rags take the initiative and get a load started.
16. Items from the drying rack or in the dryer should be removed when dry. Do not leave your items on the rack for over 24 hrs. That space is needed by other classes each day. The fiber department is not responsible for lost or damaged work that is left on the rack.
17. Unlabeled work / items left in dye kitchen for extended periods of time will be placed in the lost and found box. Do not store things in the dye kitchen without permission. Once permission is granted always label the items with your name, the date it will be removed and contact info.
20. Dry dye must be measured and mixed in the dye vent. The Fiber department recommends that you wear a N95 particulate respirator and gloves while working in this area. Always consult SDS, a faculty member or studio manager about the appropriate personal protective equipment for a procedure if you don't know.

DYE KITCHEN ISSUES / THINGS TO LOOK OUT FOR

1. **Reckless Dye Studio Use:** If you are caught recklessly using the dye studio, its equipment or any other equipment in the Fiber Department and it happens on 3 occasions, you will lose your privileges to use the studio outside of class times.
2. **Problems with equipment:** Please inform the Technicians of any dysfunction or problem with the equipment. There is a posted sheet at the front door of the dye room to list concerns.
3. **Refills:** Inform a Technician or a Faculty member immediately if you find that a specific supply or dye auxiliary provided by the department is gone or expired. There may be extra supply in the storage room or it may be time to order more.
4. **Hot and Cold Water:** The plumbing is connected throughout the building. To get hot water through the dye sink, it may be necessary to turn off the water to the washer. This is a continuing issue in the department and it is being dealt with. Because the washer's water may be turned off, please check the lever connected to the plumbing and turn the water back on. If washer will not be used for a long period of time, turn the water lever in the off position.
5. **Drying Rack:** Prompt removal is appreciated. Work will be placed in the blue Rubbermaid bin when it is left on the hanging rack for a period of time. Occasionally, the hanging rack is needed for in class workshops. To prepare for an upcoming class, work may be taken down and placed in the blue bin with a "Work From Rack" label on it.
7. **Silkscreens:** Please mark all of your silkscreens "Property of (your name) + the year" in permanent marker. Any other silkscreen is considered a dept. owned silkscreen.
8. **Electrical Outages:** Occasionally a short in the power will occur. First check the reset button on the outlet. Press "reset" and try again. If still not working, try another outlet or ask for help. The electrical box may need adjusting. If no one is around to help, inform the technicians or faculty by leaving notice on the posted complaint sheet. This sheet is located on the Technician's door in between the sinks and the dye vent.
9. **Building Service Staff:** Building Service Staff replaces paper towels, empties trash barrels and mops dye room floor. When mopping the floor, they will need to prohibit the use of the dye room while they are cleaning.
10. **First Aid:** A first aid cabinet is located under the counter to the left as you walk into the front of the dye room. For minor injuries you may find disinfectant, band-aids, burn cream, and other minor injury supplies.

11. **Studio windows** on the side of the train tracks must remain closed due to the exhaust of the trains passing.
12. **Washer:** No personal laundry. Please clean up if there is an excess of lint or dye inside the walls of the machine. If the washer fails to work, does not turn on, has no power light in the console, then notify technician or faculty present.
13. **Dryer:** Please clean the dryer if there is an excess of lint, dye, or fiber inside. Rinse dyed fabric thoroughly before putting dyed cloth in the dryer causing excess dye to stain the inside surface of the dryer and possibly the next person's cloth.
14. **Refrigerator:** Everything in the refrigerator must have the date, a person and/or class' name, and it must identify the substance being contained. No food can be stored in the refrigerator.
15. **Personal Protective Equipment / PPE (Gloves, mask, and aprons):** The department provides some reusable personal protective equipment such as aprons. The department also provides disposable personal protective equipment during class time such as disposable N95 respirators and nitrile gloves. However, this stock is meant as a backup. All students should obtain their own PPE
16. **Drop Cloths:** Help out! If not notice that the drop cloths are piling up please start a new load of laundry if the washing machine is available. Don't leave your work in the dryer or washer, this delays the drop cloth laundering process.
17. **Vents:** There are four vents. Please turn them on and off when using the stove, wax table, silkscreen booth and the dye box.
18. **Darkroom:** Training is required to use this space. Contact a studio manager to request more information about training and materials. Always read rules and procedures posted in this space. Respect your peers and be conscientious about the glass tabletop cleanliness. No wet screens can be exposed on the exposure table. Wet emulsions can cause damage to the rubber mat and stick to the glass. Please wipe the glass on the exposure table after use. Keep this area as clean as possible.
19. **Water drainage problems:** Look at the drain in the sink. If visibly clogged then put on gloves and remove whatever is blocking it. If the problem persists then notify a technician or faculty member. (flooding and sinks that are not draining, etc.)
20. **Stove:** Training is required to use this equipment. Always use the vent hood when operating the stove. Ensure all pilot lights are lit and be mindful of the gas valve. The gas valve shut-off will immediately extinguish most flames. Report any and all issues to a studio manager. Never leave the stove unattended and always clean up before you leave.
21. **Clean up all spills and pots.** Always follow proper disposal procedures for the material or chemical that you are using. For heavy pots, use the department cart to transport to the sink. Use wax pots if using wax. Use dye pots for dyes. Use tall pots for steaming. If using your own pot or pan stainless steel is a safe choice for a variety of solutions containing acids. Aluminum or different metal pots cannot be used because of the reactivity to substances.
22. **Stainless Steel Work Tables:** Use a surface cleaner, rags and paper towels to wipe down the tabletops after you are done working. Wiping tabletops with a sponge can leave a residue after it is dry and also transfers chemicals left in the sponge to the tabletop.
23. **Dye Auxiliary Table:** The metal dye table is to be used for mixing chemicals as well as storage beneath. Make sure all chemicals spilled on the surface are cleaned prior to leaving this area. The storage containers underneath are chemicals and substances used by all the classes in the department. Some containers may not pertain to your class. Read labels carefully to make sure you have the right substance. If in question please ask a technician or faculty member. Please place lids on the right container so there is no confusion over what a substance is.
24. **Wax table:** Have the vent on when using the wax table. Use paper as a drop cloth. If smoke is coming from the wax, it is too hot and the potential for fire is possible so turn the plate off immediately. Unplug the hot plates when not in use. There are pots and irons marked specifically for wax. Please use these tools only when working with wax. Wax cannot be poured down any drain in the department. Use a strainer such as a scrap piece of a silkscreen cloth to capture the wax and dispose of it in the trash can. Any wax residue on the pot should be cleaned after use.

25. **Power Washer:** You must be trained to use the power spray. The fiber department recommends that you wear a face shield when using the sprayer. Always make sure everything is turned off and that the area is clean before leaving. Do not leave tape, gunk or other residual solid waste in the sink. It will clog the drain.

EMERGENCY EYE WASH STATION

What is an Emergency Eye Wash Station?

The law requires that facilities that use hazardous chemicals (like the Fiber Department Dye Kitchen) are required to install an Emergency Eye Wash Station in case something harmful splashes into someone's eyes. The station itself is a small metal sink with two shower-head like faucets that point upwards. There is a hand pedal on the right side. Pressing down on the handle activates the water. Department Technicians will give a demonstration at the beginning of the year. If you are unsure of where it is, contact a Technician.

Where is the Emergency Eye Wash Station?

The Fiber Department's Emergency Eye Wash Station is located in the Dye Kitchen next to the power washer.

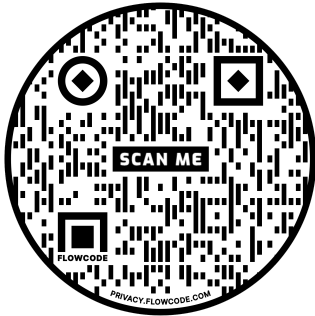
How do I use the Emergency Eye Wash Station?

1. First take the black covers off of the spray heads.
2. Then push down on the hand pedal on the side of the spray heads.
3. The water pressure will increase the further you push the pedal.
4. If burning or irritation persists, call 911 immediately or contact your personal health care professional.

What does it look like?



7. Tool Crib



This is the flow code to the Tool Crib Website.

All records of inventory being returned or being borrowed must be administered by Tool Crib Staff, a faculty member, or a Fiber Studio Manager.

The Tool Crib supplies are available to students currently taking Fiber classes. Anyone else must fill out a permission form. Permission Forms are located in the Tool Crib binders and should be filled out by interested students. Permission forms are reviewed by the Manager as well as Faculty involved.

Items in the Tool Crib have various check out durations. Failure to bring an item back on its due date and time will result in a late fee. You are responsible to ask the staff for the due date. The following list describes some of the tools:

Tool Crib Equipment Duration		
Fiber Body Forms	dressforms	only during day
	millinery head forms	4 wk
	body and head display forms/ table	2 wk
	styrofoam heads	2 wk
	shoe forms	2 wk
	padding	2 week
Fiber Felting	machine carders	only during day
	screening, bubble wrap, bamboo, plastic	2 week
	felting needle tool	2 week

	rolling pin	1 day
Fiber General Tools	t-pins	1 day
	grommet equipment	1 day
Fiber Hardware	hammer	1 day
	clamps	1 day
	screw driver	1 day
	dremmel	1 day
	wrench	1 day
	meat knives	1 day
	sanding blocks	1 day
fiber inflatable equipment	fans, blowers	1 week
fiber knit knot and crochet		2 weeks
manuals, reference materials		1 day
measuring and drafting tools	rulers, french curves	1 day
	weight scales	1 day
paint and dye kitchen	syringes, measuring cups, bowls	1 day
photo equipment	backdrop stand	2 day
press , dry, and steam	irons, steamers	1 day
fiber sewing machines and sewing machine feet		only day
fiber sewing notions	seam ripper	1 day
	sewing screwdrivers	1 day
	pleaters	1 day
	smocking machines	1 week
	embroidery hoops	2 week

fiber silkscreen printing	squeegies	2 day
	emulsion tray	2 day
fiber smart textiles equipment		1 week
fiber weaving	bobbins, shuttles, reed hooks, heddle hooks	4 weeks
Fiber Kits including smart textiles, weaving, material construction		semester
fiber books for Garment Pro		semester

Late fees for most items are one dollar per day. Late fees for sewing machines and dress forms are five dollars per day.

When people borrow our tools we expect that you use the tool as it should be used and return it in a clean condition. Manuals for sewing machines and other equipment are available. Communal tools must be treated like you would treat your own tools.

The department does not administer reservations for students. Items are on a first come basis. Only items for the senior thesis show may be reserved. Seniors will be directed as the exhibition date is near. Faculty are able to reserve tools for their class workshops.

Depending on the Fiber classes' needs, equipment may be on reserve for upcoming workshops, limiting or prohibiting check outs. Faculty can suggest check out times for class needs. The Studio Manager or Tool Crib staff can request early return of equipment from the crib due to class workshops needs.

Students should not just leave equipment at the Fiber door and expect that the equipment will be checked in properly. Tool crib supplies must be checked and reported by staff.

You must be prepared to present your MICA ID to show the staff when checking out supplies.

If staff is not present at posted hours, please email the Tool Crib Manager or report the absentee when you return the equipment at the following day or time available. Please make a Discrepancy Report to describe the attempt to return equipment.

Equipment should be returned in the same condition that it was checked out. As the item is checked out, the student and staff should make a report if any damage or problem with the equipment is found. It is important for Health and Safety initiatives that any electrical cord problems are reported and any unusual condition of equipment be reported during checkout or check in (power issue problems, damaged cords, strange odors or sounds). If this report is made the equipment is pulled from circulation.

If a student has a open fine from another Department using the Web Checkout, they will need to clear the fine before using the Fiber Department Tool Crib.

Check outs and ins are recorded by paper. Legible writing is a must. Anyone found trying to use incorrect identification will be banned from using the crib.

Process of Record Keeping

Students must sign in for most of their check in or check outs through their class section. Sewing machines and any accessories you may need such as sewing machine feet must be recorded in the sewing machine section. The person who is signing your equipment back in must write their initials to validate the check in. In most cases you will be finding the right tool in the crib area and then proceeding to the staff desk to write in the information. If there is no validation of a check back in, you may hear from the manager or your instructor.

Late Fees

All late fees are reported in our Late Fee and Replacement Cost Notebook. No money is handled from our Tool Crib Staff Desk. All fees are reported to Student Accounts once the signature is obtained from the student accepting the charge. If there is no signature of acceptance and the transaction is in question, the student may not be able to use the Tool Crib until the situation is agreed upon. If the late fee fine exceeds the value of the item, students will be asked to replace the item and will not be able to use the crib until action is settled. You may receive a Late Fee email from the Tool Crib Manager or receive notice from your instructor.

Student Replacement Policy for Lost, Stolen or damaged equipment.

1. Students are responsible to cover the replacement value of equipment that is lost or damaged that costs \$200.00 or less. If the value of the tool is over \$200, the student must cover 10% of the value. The maximum charge is \$2,500. This maximum charge is based on equipment that would be \$25,000 in value (reference to the Film Center Equipment). The value of the equipment is based on the amount the school paid for it.
2. Students are required to contact the department or check out center when equipment is stolen. Students must get a copy of the Police report if the equipment is stolen and the theft took place off campus. Students must get a Campus Safety Report if the theft occurred on campus. The Tool Crib Manager will need a copy of the report. This report is submitted to MICA Insurance to receive reimbursement of insurance. If a student has equipment stolen over three times, they may lose access to the Tool Crib.
4. Equipment not returned after 10 days business days from the due date will be considered lost. Students are responsible for the replacement value based on our policy.

Process of Missing, Broken or Stolen Equipment

When a student makes a report of damaged or missing equipment, they are responsible to....

- Make an incident report. A form needs to be written by the student and tool crib staff member if an item is broken, lost or stolen.
- If the equipment is stolen, you must bring a copy of the police report or MICA Campus Safety Theft Report to the Tool Crib Manager. We will need this copy for insurance.
- If the equipment costing under 200 dollars is broken or lost, the student is responsible for the total cost of repair or the cost of replacement. The student will sign an agreement for the amount in the Fiber Department Tool Crib, and then the total will be sent to the Student Accounts Office. The student can visit the Student Accounts Office in the Fox Building and pay for the loss.
- Some of the inventory and its value is listed on the last page of this agreement.

Equipment Discovered Broken

A Tool Crib user can make a report of equipment problems to our Tool Crib staff or Tool Crib technician. We will need to pull the item from circulation if the problem is a health and safety hazard, difficult to use, or becomes unusable. (broken electrical cords, cracked irons)

Tool Crib Kits and Class Workshop Equipment: Weaving, Material Construction, Millinery heads, Garment Production Books

Kits that are prepared for the Fiber classes must be checked in by faculty or Technician or appointed Tool Crib staff member (someone especially appointed to run the check out. All items from the kits are due back on the designated date. (often it is the last day of class) Failure to bring the kit back on designated time and date will result in payment of the kit

Here is a list of Equipment and its value

<u>Equipment</u>	<u>The Value of the Tools</u>	<u>resource</u>
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Bernina 1008	860	Danners Bernina Shoppe
Wolf Dress Form	875	Wolf
screwdriver	2.12	Global Industrial
seam ripper	2.99	Joannes
Bobbin case for Bernina	59.00	Danners
REGULAR 0 FOOT FOR BERNINA	30.00	Danners
Latch tool for knit machine	8.50	Angelika's Yarn Store
Claw Weight for knitting machine	5.96	Angelika's Yarn Store
Transfer Tools for knit machines	3.60-8.60	Angelika's Yarn Store
Metal umbrella swift	37.59	Jet.com
Heddle hooks for weaving	10.00	Web* Sters

8. Fiber Department Studio Managers

General Purpose:

The Fiber Department Studio Managers are responsible for managing and maintaining the Fiber department facilities and equipment as well as supervising staff, monitoring transactions, ensuring a safe, effective learning/working environment and providing technical support to faculty and students in a department that teaches over 100 different fiber techniques. If campus safety is not present during an emergency the studio managers are considered the "incident commanders". Please follow their instructions.

Studio managers are in charge of relaying proper environmental health and safety procedures for the facilities they supervise as well as the rules and guidelines outlined by

MICA. They are here to help and always feel welcome to ask them any questions or share your concerns about the fiber facilities or processes within.

Fiber Department Studio Manager Information:

The Fiber Dept. has two studio managers. Both have offices on opposite sides of the dept. One office is in the Fiber Dept. Office, the other is in the Tool Crib. You can view Technician schedules and contact information at any time on www.inside.mica.edu/fiber .

Tool Crib Office

Technician: Michelle Edwards-Longway

Office Phone: (410) 225-2270

Email: medwardslongway@mica.edu

Fiber Office:

Technician: Jenelle Legge

Office Phone: (410)225-2218

Email: jlegge@mica.edu

9.Fiber Library

The Fiber Department Library is located in the Fiber Dept. Office Conference Area. An inventory list of our book selection can be viewed 24/7 at www.librarything.com.

Log-In Instructions:

1. Go to www.librarything.com
2. Enter the General Fiber Department Log-In User Name and Password.
User Name: micafiber1400
Password: fiberfiber

After logging in the website will direct you to a home page where you can view a list of everything we have and search by topic, author, or title.

Student Access:

This is a non-circulating library, which means that students cannot rent out books. However there is a common use computer available in the Conference Area with a fully functional scanner. Students may scan books from the Fiber Library and then email the files to themselves or transfer the files to a jump drive.

How is the Library Organized?

The Library contains 17+ categories that are identified by different colored stickers at the bottom of the spine. There is a letter on each sticker (the first letter of the last name of the author or editor). Each category is put in alphabetical order according to the letter on the sticker. Please remember to put all of your books back after you are done reading or scanning them at the computer station. If you get confused please ask the Technician for help.

10. Installation & Exhibition Procedure

Please refer to the Exhibition Department's Installation Guide for detailed information about MICA's exhibition and installation policies.

The general policy is to ask a Teacher or Technician before installing, especially if the work involves liquids, potentially hazardous materials, an unconventional installation space or material. Please do not hang anything from the light fixtures, appliances, pipes or sprinkler systems.

Installation Spaces in the Fiber Department:

Classroom Critique Spaces & Homasote Boards: These spaces are for in class critiques and for pinning up work outside of class. If you ever set up work prior to a critique (for example, the night before) make sure that you leave your name and contact information with the work.

Installation Room S204A (2nd Floor): Students interested in using this room need to sign up with the Administrative Assistant for Sculptural Studies. The office is on the 1st floor of the Station Building next to the computer room. Please do not hang work from the light fixtures or pipes in this room. There are two hanging structures coming from the ceiling if you need to display work in the round. Each can hold up to 100lbs. If you need to paint the room for your project then please make sure you paint it the original color again once you are finished. Contact a Studio Manager or the Administrative Assistant for the paint.

S201 Mezzanine: Students interested in using this room must also sign up first with the Administrative Assistant for Sculptural Studies. The office is on the 1st floor of the Station Building next to the computer room. Please do not block the doors with work, chairs or any other objects. All doors need to be accessible in the case of an emergency. Please do not hang work from the light fixtures or pipes in this room. Once you are done please make sure that the room is returned to it's original condition.

11.Lockers

Locations: There are 117 lockers available throughout the second floor of the Fiber Department. Each locker has a number, the locker #'s1-72 and #'s1-45 are near S205. The Classrooms S206, S201 and S201 Mezzanine also have locker space under the tables.

Signing Up: Students may sign up for locker spaces at the beginning of each semester. Each class has a different amount of space available so please check with your Instructor or a Technician to see what is available to you. You may have to share a locker space with other people in order to give everyone an opportunity to use a locker. Do not just put your things in a locker. Make sure you sign up by asking an Instructor or Technician for the Locker Sign Up Form or view it yourself in the tool crib. The form lists all the locker numbers, the location of the locker and the class that it is designated for. You must make sure that you write your name in the space that says "Student's Name" next to the locker number you want. If your name is not written on the list then the locker will be given to someone else. The Sign Up Sheet is kept in the tool crib.

Storage: Once you have been assigned a locker you are responsible for keeping it secure. We suggest buying a combination lock. ****Do not store food, perishable goods or flammable materials in your locker. Keep all liquids labeled and tightly sealed. Lockers need to be cleared after each semester. You will be asked to circle your name if you will be taking the class next semester and want to keep your locker.

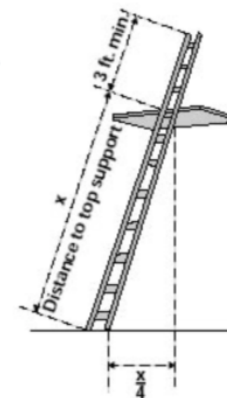



Portable Ladder Safety

Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.



- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.



For more information:
 Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3246-09N-05

EMERGENCY QUICK REFERENCE GUIDE

Campus Safety 24-hour Emergency Dispatch: **443-423-3333 (x3333)**

Police, Fire, Ambulance: **911**

FOR UPDATES DURING AN EMERGENCY:

- » Go to mica.edu, where information will be found on the homepage.
- » Sign up for MICA Alert via Rave Guardian for text or voice notifications.
- » Check the MICA Facebook, twitter, and email.

EMERGENCY PROCEDURES

LIFE-THREATENING EMERGENCIES

(i.e., loss of blood, loss of consciousness, slurred speech):

Call **911**, then Campus Safety's 24-hour Emergency Dispatch 443-423-3333 (x3333)

(Campus Safety provides first response, first aid, CPR, and AED assistance, as needed)

GAS LEAKS

Unconfirmed Gas Leak:

- » Call 911, then Campus Safety.

Unconfirmed Propane Leak:

- » Call Campus Safety.

Confirmed Propane or Gas Leak:

- » Vacate the immediate area.

Rave Guardian & MICA Alert

- » Rave Guardian is a smart phone application that allows users to immediately notify Campus Safety in the event of an emergency.
- » MICA Alert is a component of Rave Guardian which includes emergency texts (SMS) and voice messages **ONLY** during life-threatening emergencies.
- » Sign up at www.getrave.com/login/mica

FIRE AND SMOKE CONDITIONS

If a fire cannot be easily extinguished:

- » Evacuate the building and pull the fire alarm.
- » **DO NOT** use elevators.
- » Go to the designated Safe Meeting Location.
- » Call 911 and Campus Safety.
- » If able to do so, help persons who need assistance.
- » Once outside, alert emergency responders about the location of those who need to be evacuated.
- » **DO NOT** re-enter building.

If trapped:

- » If your evacuation path is unpassable, try to find an alternate exit.

Reporting Crimes & Suspicious Incidents

Campus Safety Emergency Dispatch is available 24/7. Immediately report all criminal or suspicious activity by calling Campus Safety.

When calling, stay calm and be prepared to state the following:

- » Your name, location, and phone number
- » Nature of the incident
- » Descriptions of persons or property involved

INCLEMENT WEATHER

Tornado Watch

Conditions are right for tornadoes to develop.

- » Be prepared to take cover.

Tornado Warning

A funnel cloud has been sighted in the vicinity.

- » Take cover.

In a Tornado

- » Take shelter in the interior of the lowest level of the building. Avoid windows and large, open rooms. If possible, get under a sturdy

- » Call Campus Safety.

Confirmed Propane or Gas Leak:

- » Vacate the immediate area.
- » **DO NOT** turn any electrical switches on or off, activate fire alarm, or use cell phones, radios, pagers, flashlights, or anything capable of producing static electricity, sparks, electric arcs, or open flame.
- » Meet at Safe Meeting Location.
- » Notify Campus Safety.
- » **DO NOT** re-enter until instructed.

WATER LEAKS

- » 7AM – 3PM: notify Facilities Management.
- » After 3PM, before 7AM: Notify Campus Safety.
- » **DO NOT** stand in floodwaters.
- » Evacuate if there are submerged electrical appliances or outlets.
- » Alert occupants in areas next to or below the leak.

POWER OUTAGE/BUILDING EVACUATION

- » At night, battery-operated emergency lighting should activate and stay on for 15 minutes.
- When directed to evacuate buildings:
- » Gather essential items and shut off switches to as many electrical items as possible.
 - » Use clear, safe escape routes. Proceed to the nearest outside Safe Meeting Location.
 - » If able to do so safely, help those who need assistance.
 - » Once outside, give Campus Safety the name(s) of those who need to be evacuated.
 - » **DO NOT** return to an evacuated building.

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- » **DO NOT** re-enter building.
- If trapped:
- » If your evacuation path is unpassable, try to find an alternate exit.
 - » Check doors for heat prior to exiting.
 - » Crawl under smoke if necessary; cover mouth, preferably with a wet cloth.

CIVIL DISTURBANCES OR DEMONSTRATIONS

- » **DO NOT** obstruct or provoke demonstrators.
- » Immediately alert Campus Safety.
- » If a demonstration becomes violent and disruptive, alert 911, then Campus Safety.
- » Shelter in place: lock doors and close blinds. **STAY** sheltered until given the all-clear by Campus Safety or local law enforcement.
- » **DO NOT** open doors or leave the building.
- » If demonstrators gain entry, avoid provoking or obstructing them. Lock yourself in a room or office until police can assist you in leaving the building.

THREATS OF VIOLENCE/ACTIVE SHOOTER

Armed Gunman/Active shooter on Campus or other Direct Threat:

- » Get out of immediate danger if possible.
- » Alert 911 and Campus Safety and provide:
 - Location of the suspect,
 - Identity and physical description of suspect,
 - Number and type of weapons held by the suspect.
- » If you see the shooter at a distance, run away **DO NOT** run in a straight line; use objects to block you from view.
- » If you cannot evacuate safely, shelter in place. Lock and barricade doors, close blinds, turn out lights, stay away from doors and windows, silence cell phones.

In a Tornado

- » Take shelter in the interior of the lowest level of the building. Avoid windows and large, open rooms. If possible, get under a sturdy desk or table.
- » Protect your head with your arms.
- » If caught outside, lie flat in the nearest ditch or ravine with hands and arms shielding your head.
- » **DO NOT** stay in an automobile; abandon the vehicle and follow guidelines above.

Flooding

- » If it is safe to do so, turn off or disconnect electrical devices in the area.
- » Close doors and seal openings to minimize the spread of water.
- » Remain in a safe, adjacent area to direct response personnel to the site and others away from it.
- » **DO NOT** attempt to cross a flowing stream where water is above your ankles. Go another way.
- » **DO NOT** attempt to cross a flooded road while driving. Go another way.

On-Campus Contact Information

Campus Safety 24-hour	443-423-3333
Emergency Dispatch	or x3333
Campus Safety	410-225-2355
Student Health Clinic	410-225-4119
Mental Health	410-225-2367
Facilities Management	410-225-2261

Off-Campus Contact Information

Police, Fire, Ambulance	911
Baltimore City Fire Department	410-778-3434
Mayor's Office of Emergency Management	410-396-6188
Maryland State Police	410-758-1101
Non-Emergency Response	311 or 443-263-2220
Report Crime Tips (Anonymous)	410-276-8888