

**Grafisch Centrum Groningen**  
**Guidelines workplace users**  
**01.09.2025**



grafiekwerkplaats

artists, former facilities is

The workplace is available for independent use ('vrijwerken') by GCG students and students of the Art Academy. Use of the allowed, provided they have sufficient practical knowledge and competence.

Opening hours

The workplace is available on weekdays between 9.00 and 17.00 and on Saturdays between 10.00 and 16.00, unless it is occupied by classes or other activities.

Tariffs

Every workplace user makes a yearly contribution to the Graphic Arts Centre of € 40.00 (from 01-01-2024 €45.00).

The cost of a session of four hours or less is € 11.50.

Each extra hour worked (that is, above the four hours) costs € 3.00.

GCG students, who wish to work as a group, on completion of the course, can book the workplace for a maximum of 5 sessions (4 hours) for € 9.00 per session.

Professional use

Users who wish to work (semi-) professionally and who use the workshop for a relatively large project (long-term and/or large print run) must arrange this, in advance, with the coordinator. This may lead to an adjusted (higher) tariff.

Booking/reservations

Booking is only possible by email, with at least three days notice, to [vrijwerkers.gcg@gmail.com](mailto:vrijwerkers.gcg@gmail.com)

- please state the following: date and time, number of hours (minimum 4), technique (screen printing, relief printing, lithography, woodcut printing, letterpress, etching) and whether you have your own key
- state which press you would like to use, that is if you have a preference for a specific press
  - woodcut printing /etching/relief eg. Dijkstra/ Altink,
  - letterpress: left or right
  - lithography: left or right
- please cancel (e-mail) if, for any reason, you're unable to come
- when confirming a booking, the coordinator will tell you whether the workplace has also been booked by another user, for which technique, and for which press.

Registration

Please make a note, in the green binder, of the number of hours spent in the workplace (this is necessary for preparing your invoice).

Use of materials

- Adjusting the set up of the presses and equipment is only to be done with the permission of the coordinator.
- Etching/woodcut printing/ screen printing: workplace users must bring their own material (wood/metal/screens and ink).
- Etching acid and cleaning products: only the cleaning products provided by the Graphic Centre may

be used and etching may only be carried out in the Graphic Centre's etching baths.

- Lithography: ink and abrasives provided by the Graphic Arts Centre.
- Letterpress: ink and cleaning fluid is provided by the Graphic Arts Centre. Only the cleaning products provided by the Graphic Centre may be used.
- NB temporary storage of screens for screen printing, clearly marked with the owners name, is allowed, provided they are used on a regular basis; **storage is at the user's own risk**
- Taking the Graphic Centre's materials home is not allowed.

#### Use of the drying frame

- The lower racks are reserved for the wood printing and relief printing courses when the courses are running
- only leave prints on the rack when they haven't dried properly and collect them as soon as possible, leaving a note with your name and the date you plan to come and collect them on the rack you are using
- In principle we don't touch other people's work but if you leave your work behind, you do so at your own risk!

#### Clearing away/cleaning

**Please respect the permanent 'home' of equipment and material** and put everything back where you found it.

**Keep the workplace tidy and clean** - clear up behind you, cleaning materials and equipment, throw away your rubbish or take it with you and wash (and dry) cups and dishes.

**Don't use the Graphic Arts Centre's materials any longer than necessary** (redistribute letters after printing, clear the drying rack)

**Lithography:** only use the sink on the LEFT, because it has been fitted with a filter for abrasives; the sink on the right is used by the etchers.

#### New workplace users

Prospective workplace users who have not followed a course in their chosen technique at the Graphic Centre are required to attend at least two lessons of the relevant course (this can be arranged with the teacher). The teacher may decide that a candidate has to sign up for a full course before using the facilities independently.

**New workplace users are not allowed to use the workplace until they have read and signed the users' guidelines.**

First-time workplace users who have been given full access by the teacher are still advised to arrange a couple of shared sessions in the workplace with an experienced workplace user in the same technique (just in case questions arise concerning practical matters e.g. where the light switches are).

#### Damage and liability

- Use of machines, tools and equipment is at the user's own risk. The Graphic Centre accepts no liability for damage or injury resulting from the use of the workplace, machines, tools, or material.
- The User is obliged to report damage to machines or tools to the coordinator. Damage caused by wrong/improper use will be recovered from the user.

The board of the Graphic Centre has the authority to amend these Guidelines.

Read and agreed:

Date:

Name:

Signature User: