

UH PHOTO EQUIPMENT GUIDELINES

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The following are general rules to keep in mind when using the photo lab's equipment. As a photography student, we are entrusting you with some very delicate and expensive tools. Following these simple rules will ensure the longevity and utility of our equipment for years to come.

NEVER FORCE ANYTHING

Mechanical parts are made to move. If something seems stuck or sluggish, first check to see if there are any locking knobs or levers still engaged. If it still doesn't want to move, check for any foreign objects blocking its movement. If you are still having difficulties, please contact a labbie for further assistance.

NEVER OVER TIGHTEN

Over tightening the knobs on lights, tripods, cameras, or any photo gear can strip the threads of the bolt, causing the locking mechanism to be loose. Hand tightening is usually sufficient. You should not need to strain yourself when tightening or loosening a knob.

NEVER LEAVE EQUIPMENT UNATTENDED

Thefts can happen in the blink of an eye. Avoid this by keeping the equipment with you or have someone you trust watch the gear. Also, be mindful to keep non-photo students from toying with the equipment.

DO NOT TAKE APART THE EQUIPMENT

If you do not know what you are doing, you can cause extensive or irreparable damage to the equipment. If you notice something in need of repair, give it to a labbie in the cage.

DO NOT TOUCH THE LENS OF THE CAMERA

If it needs cleaning, a labbie will do it for you.

NEVER TOUCH PHOTO BULBS WITH YOUR BARE HANDS

The oils from your skin can transfer to the glass, causing it to heat unevenly. When this happens, the glass will bubble and possibly explode.

KEEP ALL LIQUIDS AWAY FROM ANY ELECTRICAL EQUIPMENT

This particularly goes for the strobes, which operate at very high voltages.

Above all, **USE COMMON SENSE.**

If you are having difficulty or are uncertain how to use a piece of equipment, please ask for assistance.

If you are doing something that seems dangerous or risky, **DON'T DO IT.**

If you hear something snap, fall, crunch, or crack, **STOP WHAT YOU ARE DOING IMMEDIATELY AND REPORT IT TO A LABBIE.**

Remember, this lab is a communal space. Our equipment must be shared by students and classes, and must be maintained for use by future classes. Our resources are limited, and the more money we save on replacements and repairs is more money we have to put towards newer and better equipment.