

Policies and Practices for Darkroom Docents

General Duties

First and foremost, *thank you volunteer!* It is only possible to run our darkroom with your generous assistance! You will lead the darkroom orientation sessions which all users must attend to gain access to the darkroom. In this orientation, you will give a darkroom tour, lead a discussion of policies and procedures, help users find equipment and materials, show users how to use equipment, and provide assistance or advice as needed.

Volunteering for Darkroom Orientation

Periodically, you will receive an email from pmwdarkroom@gmail.com about possible orientation sessions. Please reply to pmwdarkroom@gmail.com immediately if you are able to attend so that we can finalize the schedule for these sessions.

Darkroom Orientation

During the darkroom orientation, you will cover darkroom policies and procedures, and give a darkroom tour.

For the discussion on policies, use the document “Policies and Practices for Darkroom Users” as your guide. Some points to emphasize:

- The procedure for scheduling and paying for time -- you may want to use a laptop to show users the payment site and demonstrate the use of the calendar.
- The shared folder of darkroom resources.
- Chemical hygiene.
- The procedure for users bringing their own chemicals.
- The importance of cleaning up the darkroom.
- The policies regarding special processes.
- Questions about policies from users?

For the laboratory tour, here are a few highlights:

- How to unlock and re-lock the front door.
- The switch for the safelights and vent.
- How to turn on and turn off the water.
- The location of the eye wash bottle.
- The location of the first aid kit.
- The locations of supplies for film and print development.

At the end of this session, be sure to give attendees the access code to the front door and the password to the darkroom calendar. Make sure that everyone confirms their email address and remind them that access codes and/or passwords might change as much as once a month, so they need to keep an eye out for these emails. Finally, give attendees a chance to ask any questions they may have.

Mentorship and Training

If you do not feel comfortable about any darkroom procedures, please contact pmwdarkroom@gmail.com to arrange shadowing more experienced docents. One of the best ways to learn is to schedule some darkroom time for your own work, so that you can get some hands-on experience, maybe with one of your fellow docents!