

RULES FOR THE GOOD USE OF DELLI STUDIO

Lusófona University gives Communication Design Degree and Masters in Design students the privilege of using the DELLI studio, its workshops, printers and materials. As such, we should all take care of this space. These rules serve to reinforce the need to take care of it, ensure its full use, which is more organised, functional and sustainable for everyone. If we disregard these rules, the main losers will be us as a community, limiting our performance and risking losing this unique experience.

1

Work storage: Each 'year' has a space in the mezzanine to store their work and reams of paper. Work that remains outside these spaces for more than five days will be discarded, to avoid mess and visual pollution.

2

RISO area: The space below RISO is not a paper rubbish bin. This area is reserved exclusively for RISO test sheets - i.e. whole A3 sheets without tears, cuts or wrinkles.

3

Washbasin and cleaning: Everyone is responsible for the organisation and cleanliness of all the spaces they use. Like the sink, all the materials used here must be cleaned and organised so that they don't become damaged and unusable. Please note that cloths and other materials must be properly cleaned and dried. These tasks are the responsibility of the users of the space, students and teachers, and not the cleaning ladies.

4

DELLI Library: The library is a central and highly valued part of our DELLI school. Everyone who uses it must have total respect for the books, their tidiness and organisation. Any inattention can damage the books (deform, tear, dirty), so everyone should be very careful when handling them, as well as putting them back where they came from. If you realise that they have been put away improperly, you should, with the help of the person in charge of the space or the monitors, put them back together properly. It's up to everyone to look after this space.

5

Mobile print types: This material is precious. Whenever you want to use them, you must be accompanied by the workshop manager, monitor or teacher, or ask permission to use them unsupervised. Whenever you use the movable type, you should dry it immediately, with a cloth underneath, next to the sink. Don't leave them inside the sink, as wooden ones can swell and iron ones can rust. If you have any questions, ask our workshop manager or tutors for help.

6

Paper and storage: Each student is responsible for bringing their own paper. It is strictly forbidden to take sheets from the storage room. This space is for the exclusive use of the workshop manager, tutors and teachers. If this material is misused, DELLI will stop supplying it. It is also forbidden to use any paper on the shelves that does not belong to the student.

7

Screen printing materials: The materials stored in the screen printing ink cupboard are for screen printing classes only and may not be used for other projects. Screen printing materials.