

SHOP USE GUIDELINES

Rights and privileges of membership / printing status are granted in compliance with these guidelines. Failure to follow these guidelines consistently is grounds for revoking membership privileges or dismissal from Virginia Book Arts.

Guiding principles:

Responsibility is directly proportional to use. Those that use the shop more regularly should take more responsibility for caring for the shop. These responsibilities help us support one another by finding the space ready to use at the start of our reservations, and keeping as much of our type and other resources visibly available for others to use as possible.

Giving Back and Supporting the Shop:

To keep membership costs as low as possible, our fiscal model relies on sharing of work, skills, and time. Occasionally members may be asked to donate a work to support the shop at the annual Raucous Auction.

Who has access to the machinery and presses, and who can print and use binding equipment:

- Artisan and Journeywork Members (those who have gained formal approval in writing to operate the equipment unsupervised). Those needing supervision will work out arrangements through a Shop Manager or Professional Member or by emailing shop@vabookarts.org.
- Apprentices and those being mentored (privileges and supervision requirements by Shop Manager in accordance with terms of the specific apprenticeship).
- Non-members (as a “drop-in”, during classes, or assisting a member’s project). If you are a non-member, you can work on personal projects using our drop-in fee option for shop access. You must arrange for supervision unless you are approved to use the equipment.

GENERAL PROHIBITIONS:

No pets, unattended children, smoking, open flame, or unlawful behaviors are permitted at any place in the shop.

LEAD SAFETY:

We are attempting to limit the exposure to any lead materials. Lead in general should not pass onto the classroom tables. Please wash your hands in the utility sink.

FOOD, FRIDGE, AND TRASH:

To comply with lead safety, eating amongst the typecases and printing presses is not recommended.

Please eat in the classroom and dispose of food trash immediately in the outside dumpster at the end of a session. The fridge is for temporary food and drink storage, and not to be used for long term personal storage of any member's food or drink. Due to limited space, unlabeled items in the fridge may be disposed of at any time. Label all items with a date, and whether they are for personal or communal use.

EVERYONE using the shop is responsible for:

- Cleaning ink knives, glue cups, , brushes, and brayers, and putting them away
- Removing any rulers or guides affixed to paper cutters or feedboards
- Clearing ALL work surfaces before leaving the shop
- Proper treatment of all equipment and materials
- Replacement of property that has been damaged by misuse
- Cleaning the restroom and sink areas
- Knowing the safe use of equipment
- Understanding the use of paper supplies: what is communal, what is not
- Making sure you completely clear all scrap paper and small shavings from the surfaces and floor around the paper cutters, tables, and board shears.
- Move misplaced items to their correct place when encountered, and flag issues you encounter with a note. For example, if you are working in a typecase with mashed or mixed type, leave a note on the Shop Log, and/or email shop@vabookarts.org with the details.



- Indicating on a designated sheet (or via email) when toilet paper, rags, mineral spirits, paper towels, hand soap, and any other consumables are low or out so they can be replaced.
- Knowing the self-governance guidelines
- Completing equipment use promptly by the end of your scheduled time (including building in enough cleaning time), so the next user gets to start on time. If no one's around at the end of your reservation and you want to work more, checking the calendar first to make sure no one has reserved time since you came in.

PRESS use responsibilities:

- Cleaning the press completely of ink, and not leaving type blocked on the press bed even if you think no one may come in before your next scheduled use.
- Knowing how to use ink properly
- Putting away all type, spacers, leading and other materials after use.
- Cleaning up all paper, make-ready, cleaning brayers, ink knives and ink mixing glass, and putting them away
- Knowing what equipment goes with the press (pica stick, quoins, quoin keys, tweezers, and screw driver) and being sure they stay with the press
- Knowing guidelines for the spacer bank and always putting all leading and spacing material away completely, no exception.

STANDING TYPE:

- Always distribute your standing type from one project *before* starting another, to limit the amount of type unavailable for others. Projects are to be completed in a timely fashion. If you need to work on multiple projects at once (such as the Members Project and a personal project), you can request special dispensation to do so via email from the Shop Manager or a member of the Executive Committee.
- Always use Project Slips to track name, all typefaces and their case #s, and the date the project started.



- Please do not touch others' type in their galley tray. If you need something from a galley tray currently in use, you must contact the member/printer (copying the Shop Manager, and receive written permission.
- **STANDING TYPE POLICY:** paying members are allowed one galley tray of standing type for one month during or after a personal or collaborative project. The galley should have the member's last name and date showing and a project type tracking card laying atop it. If the tray remains standing after a month from its date, the member will be contacted by a shop manager to either:
 - 1) Set an appointment for the following week to distribute type
 - 2) Begin paying an additional \$10 per month while the type remains standing, or
 - 3) Drop off a deposit check of \$50 made out to VBA to reserve the type longer before distributing.

If the type is not distributed within six months, the member will be notified by a shop manager that they risk compromising their good standing in the organization, their type will be distributed for them, and the cash deposit will be claimed.