

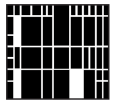
Policies and Standards for Virginia Book Arts Members

Virginia Book Arts (VBA) practices, preserves, and expands access to book arts through learning opportunities and participation in a creative community. VBA activities must be consistent with that mission.

The term "Press" refers to VBA equipment (for printing, printmaking or binding) requiring membership and instructor certification for unsupervised use.

Principles:

- Maintain the shop in a professional working condition.
- Members have access to the press* for their own projects.
- To use the presses and equipment unsupervised, members must receive formal approval in writing from a VBA shop manager
- To work on the presses and equipment, members must sign a release waiver form understanding the safety and health issues for themselves and the equipment.
- Consumable materials in the press are for the use of members, but in the spirit of community.
- For substantial projects, members supply their own paper.
- No aesthetic judgments will be used to determine the value of work by any member, only suitability of mission, broadly and generously defined.
- VBA equipment and space is not to be used to operate any business, or for large-scale commercial projects with print runs greater than 500. Priority on the presses will be given to members who are working on the press for non-commercial activities.
 - Members who sell work produced at the VBA must communicate these activities with the Executive Committee via email before engaging in the production of such work. In addition, members are expected to supply their own paper and ink for these works.



- An overly significant use of equipment reservation time, ink, etc., after discussion between member and shop managers may result in changes to membership tier or revocation of membership.
- Everyone who knows a skill should try to teach it to others, and anyone who wants to learn enough to be a teacher or supervisor should receive instruction.
- When VBA is open to the public, we welcome non-members to visit during designated hours and learn more about us and become involved. Walk-ins may not print or use equipment. Only certified members, apprentices/interns with supervision by certified members, or professionals approved by certified members can use the equipment. Individuals who take classes or workshops and want to become members can do so, but they must be supervised when using the shop, equipment, or presses until they are approved to use the equipment unsupervised.
- We work to expand our education mission through teaching skills and making VBA a community space for hands-on work.

MEMBERSHIP:

See membership options for individual fees and expectations. “Member” signifies any participant in the VBA community whose dues and commitments are current and who have remained in good standing by appropriate adherence to the guidelines. All members must sign a General Release of Claim to certify membership.

New members will receive an orientation to the shop, be introduced to the Shop Use Guidelines, VBA Membership Policies and Standards, and Lead Safety.

Members may choose to attend meetings of the Steering Committee as observers, and submit concerns and questions in advance to any member of the Steering Committee to be brought up during the meeting. (?)

CIVILITY:

As members we agree to treat each other with kindness and respect. Speech to other members should refrain from being condescending, attacking, or abusive. Speech attacking someone’s race, gender, sexuality, political or spiritual views will not be tolerated, and should be brought to the attention of the Steering Committee. If a member does not illustrate the ability to conduct themselves in the spirit of community and kindness, their membership can be revoked.

ACCESS:

The shop will be open to members as often as possible, and members can request shop access via the appointment calendar system. Members will sign in/sign out as they enter the studio as a record of usage, and as a follow-up mechanism should a shop issue arise.

Keyholders may enter the shop at any time and are responsible for activities in the shop made possible by their access during non-business hours. The door should be locked and should always be checked when the last-person-out leaves the shop. Regardless of membership status, you will need to schedule time on the presses to make sure there are no conflicts with classes or other members.

If you are working in the shop during your personal reservation time, or if you are mentoring/assisting another person, you are not required to keep the shop “open” to visitors. If you would like to keep the door open and speak to any visitors, you are free to do so. If someone knocks at the door, it is up to your personal comfort and discretion whether you open the door to answer any questions. There will be a brief brochure about the VBA to the right of the door inside the shop to hand out to any visitors. There will be a sign to put on the door indicating whether the shop is open or closed, with a QR code that a potential passer-by can scan to find out more information about the shop via the web.

When the shop is open to the public for First Fridays or other events, it will be coordinated and organized by VBA. It is not the responsibility of an individual member to have the shop open to the public. Open and public facing events will be staffed by two or more members.

USE OF PRINTING EQUIPMENT:

Use of type and equipment is for members (any level) or designated class participants. Supervised use of presses is arranged by signup during open shop hours, or by appointment. Unsupervised use of presses extends on a member-by-member basis as to whether the person exhibits the skills to operate the machinery in a safe and knowledgeable way unsupervised. A core course and multi-month apprenticeship is recommended, though demonstrated experience and classes, with successful completion of a print test, can substitute. For details on unsupervised press access, contact an Artisan Member, or a person on the Executive Committee.

SHOP CONDITION:

The studio is a shared working arrangement among VBA Members and respect must be paid to maintaining an atmosphere most conducive to the needs of many users. The general guide: shop is to be left clean, accessible, in the condition in which it was found upon arrival. Do not leave projects or equipment on surfaces; projects should be stored on galleys or flat files only, and equipment should return to its designated VBA storage spot. Personal/project items should not be otherwise stored in the shop, given limited space (even crannies that look unused at the moment may have operations or class uses). Clean up after any project that creates debris or scraps. Do not leave brayers, rollers, plates, or surfaces messy with ink. Where conflicts arise, they will be managed through good communication by a member of the Steering Committee. For greater detail on shop expectations, see the "Shop Use Guidelines."

TEACHING:

Instructors will be compensated for the instruction that they teach. After expenses are subtracted from the cost of running the class (any materials purchased by VBA for the class) the remaining funds from class registration will be split: 50% of proceeds will be given to the instructor and 50% of the proceeds to Virginia Book Arts. If the instructor wishes to donate their payment to the VBA, they may do so. VBA does not discount or waive membership fees for frequent instructors, however it is the hope that funds raised from teaching can help offset membership fees.

Instructors have access to the reserved VBA parking space for the times they are providing teaching activities (prep, instruction, wrap up). The parking space is the far right space in the lot for the building, and will be marked with a sign.