

Virginia Center for the Book SHOP USE GUIDELINES

Guiding principles: Responsibility is directly proportional to use. If you are using the shop a lot, you need to take more responsibility.

A percentage of work undertaken at the facility should be contributed to “Center” to help sustain operations. Our model is reliant on sharing of work.

Who has access to the Center’s presses and who can print:

- **General or Professional Members** (those who have gained certification (licensure) on the presses can operate unsupervised; those needing supervision will work out arrangements through Program Director)
- **Center apprentices** (privileges and supervision requirements by Program Director in accordance with terms of the specific apprenticeship)
- **Non-members** (only during classes or assisting a member’s project—no personal projects for non-members)

Anyone using the shop is responsible for:

- putting away all type and other materials after use;
- 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;
- knowing how to use ink properly;
- knowing what equipment goes with the press (pica stick, quoin keys, tweezers, and screw driver) and being sure they stay with the press
- knowing guidelines for the spacer bank and paper supplies
- replenishing rags, mineral spirits, paper towels, hand soap, and any other consumables in proportion to use of shop (monitored and made by request of Program Director)
- knowing the self-governance 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 the Book Arts Program at the Virginia Center for the Book.