

# Studio Guidelines

2018

Members and Studio Pass holders play a vital part in our mission to help build a community of artists and designers that share ideas and learn from one another to grow their individual practices.

Please read the guidelines carefully to ensure the best possible working environment for everyone. We may change these guidelines from time to time, depending on the needs of our members, studio pass holders and the operations of the Centre.

# Access

Open hours:

Tues–Fri: 10am to 6pm

Sat & Sun: 11am to 5pm

Monthly Members and Studio Pass holders must book the use of the studio at least two days prior to use. This ensures availability of space and equipment.

To book, please email **members@londonbookarts.org** or confirm with a studio manager. We do not accept block bookings.

Please be mindful that studio space is limited and shared with all members. We will do the best we can to accommodate everyone – help us by maintaining a tidy workspace.

The studio will be closed on bank holidays and may close for special circumstances. We will do the best we can to inform you as soon as possible about any closures.

**Kitchen:** There is a communal kitchen (refrigerator, microwave, toaster). Please help keep the kitchen area tidy. When using the refrigerator, please do not leave food overnight.

# Storage

Monthly Members are entitled to a plan chest drawer for storage for the duration of their membership. The plan chest drawers do not have locks, so please avoid storing anything of value.

Studio Pass holders must take all of their work and materials away with them after each session.

# Papers & Materials

Materials available to Members and Studio Pass holders without extra cost:

- Waste paper & offcuts
- Bookcloth offcuts
- Foil for foil blocking
- Proofing paper
- Letterpress inks
- PVA glue
- Linen thread

A selection of paper, bookcloth and other materials is available for purchase. Please keep track and pay for any materials used at the end of your studio session.

Members are entitled to 10% off of all tools and materials from the Shop.

# Letterpress

Members and Studio Pass holders must confirm availability and reserve time on individual presses prior to use (FAG, Stephenson Blake, Western, Vandercook, or Adana).

Members and Studio Pass holders must have completed an introductory course at LCBA or have similar experience. New Members and Studio Pass holders are required to undertake an induction and demonstrate their proficiency before or at the start of their membership.

Members and Studio Pass holders must fill out the 'Press Log' after each visit, indicating the date, time in/out, inks used, number of copies printed.

Clean-up: Please keep in mind that clean-up, including cleaning the presses and putting away type, can take a substantial amount of time. When planning and scheduling time on the presses, plan accordingly.

Please take extra care to thoroughly clean the presses and inking station after use.

Type: Studio Pass holders must distribute (put back into cases) any type that they have used before the end of each studio session. If you wish to store type on a galley, there is a £30 deposit which will be returned once the type has been distributed.

Monthly Studio Members must distribute any type that they have used within a fortnight of printing.

# Risograph

Members and Studio Pass holders must have completed an induction before using the Risograph independently.

Please keep track of number of masters and papers used for printing which can be paid for at the end of your session.

Be sure to empty the masters disposal unit, dispose of proofs, and make sure all drums are put away at the end of your session.

The 'Press Log' must be filled out after each session.

# Bindery

Members and Studio Pass holders have access to the nipping presses, board chopper, guillotine, blocking presses, and finishing tools.

New members and Studio Pass holders are required to undertake an induction before or at the start of their membership.

Members and Studio Pass holders must confirm availability and reserve time on individual blocking presses prior to use (Blockmaster, Pragnant or JTM). To use the blocking presses, members and Studio Pass holders must have completed an induction course at LCBA or have similar experience, and be able to demonstrate proficiency with the equipment prior to use.

Members and Studio Pass holders may leave work in the nipping presses overnight, but we cannot be responsible for its safe storage. Please make sure to label your work.

Cleaning: Members and Studio Pass holders must put away all tools and materials, and tidy their work area after each studio session.

Please wash and leave to dry glue/paste brushes and trays at the end of each session.

# Contact

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