

BOOKING

In line with our new Covid-19 safety measures, we ask that MEMBERS and STUDIO PASS holders book at least one week in advance (or as early as possible), and access is limited to ten people at any given time.

We will do our best to accommodate everyone's needs, and we will inform all of our members as soon as possible if we are unable to fulfill any booking requests.

Please be mindful that studio space is limited and shared with all members. Please help us to maintain a clean and safe work environment for everyone by keeping a tidy workspace.

All letterpress proof presses, Risograph machines, perfect binder, and all foil blocking presses are now available for all day bookings, one user per day.

You will find information about availability, including upcoming workshops and events that may affect studio access on the MEMBERS CALENDAR. If you have not already been given access to the MEMBERS CALENDAR, please ask a Studio Manager to share the link with you.

TO BOOK, PLEASE EMAIL members@londonbookarts.org or confirm with a studio manager. If you are unable to make a studio session please let us know as soon as possible by phone or email.

COVID-19 SAFETY

Under all circumstances, please notify us as soon as possible if you notice yourself or anyone in your household with any symptoms of Covid-19.

In order to ensure the safety of everyone at LCBA, we ask that you stay home and avoid visiting the studio if you or anyone in your household are:

- Showing any symptoms
- Awaiting a test result
- Have tested positive for Covid-19

The studio will remain closed to the public until further notice. Members are not permitted to have guests or visitors.

CONTACT

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ADDRESS

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ACCESS/OPENING HOURS

TUESDAY–SATURDAY, 10AM–6PM

The studio will be closed on some bank holidays and may close for special circumstances. We will do our best to inform you as soon as possible about any closures or disruptions.

LCBA

Studio Guidelines

LETTERPRESS

MEMBERS and STUDIO PASS holders must confirm availability and reserve time on individual presses prior to use (FAG, Stephenson Blake, Vandercook 1 & 2, galley press, or Adana).

MEMBERS and STUDIO PASS holders must have completed a workshop 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 session, indicating the date, time in/out, inks used, and number of copies printed.

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. Give yourself at least 45 minutes to clean and tidy.

A press that hasn't been cleaned as well as it could be can cause major problems for the next user, so please take extra care to thoroughly clean the presses and inking station after use and leave the press cleaner than you found it.

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 and all type left standing in a galley must be labelled.

MONTHLY STUDIO MEMBERS must distribute any type that they have used within two weeks 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.

COLOURS: Black, Blue, Bright Red, Burgundy, Fluorescent Orange, Yellow, Fluorescent Pink, Green, Medium Blue, Orange, Purple, Red, Teal .

BINDERY

MEMBERS and STUDIO PASS holders have access to the nipping presses, board chopper, guillotine, foil 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, Prägnant or JTM). To use the blocking presses, MEMBERS and STUDIO PASS holders must have completed a workshop 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, and make arrangements to collect or store once it's ready.

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.

MATERIALS

Materials available to MEMBERS and STUDIO PASS holders without extra cost:

Waste paper & offcuts, bookcloth offcuts, foil for foil blocking, proofing paper, printing inks, white spirit, rags, nitrile gloves, adhesives, linen thread.

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.

EQUIPMENT

NAME	FULL NAME
FAG	FAG Swiss Proof 40 proof press
SB	Stephenson Blake 25 proof press
Vandercook 1	Vandercook SP15 proof press
Vandercook 2	Vandercook SP15 proof press
Stapler	Electric stapler/saddle stitcher
Blockmaster	Blockmaster 8x5 foil blocking press
JTM	John T. Marshall JTM foil blocking press
Prägnant 1	Prägnant titling press, adjustable bed
Prägnant 2	Prägnant titling press
Perfect Binder	PrintBind perfect binder
Wiro Binder	Renz Wiro binding machine
Coil Binder	GBC Coil binding machine
Riso 1	Risograph RP3700
Riso 2	Risograph RP3790

The guillotine and board chopper are not bookable pieces of equipment. If you need the guillotine or board chopper for an extended period of time, please let others know and coordinate with those who may need to use the same equipment.