

## **Minnesota Center for Book Arts**

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[www.mnbookarts.org](http://www.mnbookarts.org)

## **MCBA Book Arts Co-op Guidelines**

### **Membership Benefits**

1. Access to printing, binding, and paper facilities and equipment
2. Key and security code to MCBA for 24-hour access (except for studios where classes are in session or during MCBA events)
3. Onsite storage space
4. Exhibition opportunities in MCBA and Open Book galleries
5. Referrals and resources for outside exhibitions
6. Study, teaching and mentor opportunities
7. Exchange of techniques, ideas and feedback within a community of working artists
8. 70/30 split on work accepted for sale in The Shop at MCBA
9. 50% discount on MCBA classes (co-op members pay full supply fee)

### **General Policies**

1. Because this is an open area with shared space you are expected to respect the work needs, privacy, and concentration of other people working.
2. Due to limited space and equipment, co-op membership size will be determined by the artist co-op. A waiting list will be established for prospective members if space for new members is not available.
3. Co-op members must reserve space/equipment on the studio use calendar. The MCBA visitor services associate at the front desk will help you with this.
4. Each studio member will have a key and access code to MCBA. Anyone lending this key will automatically be expelled without a refund from the co-op.
5. Co-op members cannot receive phone calls at MCBA. It is acceptable to use the phone to call out for local calls only.
6. Anyone using illegal drugs on site will be automatically expelled from the Co-op.
7. MCBA is not responsible for damaged, lost, or stolen articles.
8. Do not use MCBA as a business address; this includes having supplies mailed to MCBA.
9. Co-op members must be members of MCBA.
10. Co-op payment is due by the 5th of each month to MCBA.

11. Co-op members must return their keys to MCBA when they are no longer members.
12. You must provide your own supplies.
13. Any use of the space for public events or activities must be approved in advance by Jeff Rathermel, MCBA Artistic Director.
14. Co-op members are strongly encouraged to attend the monthly co-op meetings.
15. Co-op members receive a 50% discount on fees for MCBA classes. Co-op members pay the full supply fee and need to talk to MCBA management if a class is full or is being taught by a visiting artist.
16. A co-op member can apply for a dormant, reduced co-op fee of \$25 per month for up to three months in the event of major life changes. This is a one-time option that must be approved by Jeff Rathermel, MCBA Artistic Director, in advance.

### **Dismissal and Probation Guidelines**

Members will be automatically dismissed with no refund for the following reasons:

- Use of illegal drugs on premises.
- Sharing the key or security code.
- Inappropriate use of studio.

**Members may be put on probation for not paying their dues or inappropriate behavior. A majority of members need to meet to determine if a member needs to be put on probation. This meeting will be documented in writing, and members will determine what probation involves.**

### **Studio Areas**

#### **Binding**

1. Co-op members will have an orientation to the space.
2. Members bring their own consumable materials (board, cloth, etc.)
3. If you need to leave books in a piece of equipment, leave a note when they can be removed. Have consideration for classes.
4. Board shear will be maintained by MCBA
5. Pick up after yourself.

#### **Papermaking/Marbling**

1. Co-op members will have an orientation to the space.
2. Papermakers will be tested on the beater.
3. When signing up for studio usage, please specify whether you are signing up for the wet studio or for the beater.
4. Studio members will provide their own consumable supplies.
5. Pick up after yourself.

6. Steps of proper use and care of each type of equipment (beater, felts, screens) is posted near its storage area. A summary sheet of use and care for all equipment will be given to each Papermaking/Marbling Studio member, with additional copies available in the studio.

### **Printing**

1. Co-op members will have an orientation to the space.
2. Press must be cleaned properly after each use (ink cleaned from type or block, foam rollers, vibrator roller, rider roller, ink drum)
3. Do not leave press with damaged tympan.
4. All ink cans, mixing surfaces, and putty knives should be cleaned and put away.
5. Put away all solvents in yellow cabinet and place soiled rags in red containers.
6. When signing up for studio usage, please specify which press you will use.
7. Solvents and rags will be provided. Incompatible inks or other substances may not be used on press.
8. If new members do not demonstrate proper knowledge of use of the equipment, they may be required to enroll in a beginning letterpress class, or MCBA will schedule a tutorial.
9. If you are not currently physically in the studio printing on the press, you must remove your type from the press bed. It is not acceptable to tie up presses for long periods of time by leaving work "ready to go" in the press.

### **Co-op Fee**

The \$100 monthly Co-op fee is payable in a combination of labor and money. Use the volunteer hours tracking sheet in the artist co-op notebook to indicate the time you volunteered and the activities performed. Co-op members receive a \$10 credit in their co-op fee for every volunteer hour, up to \$50 per month. If you perform more than 5 hours of volunteer time during a given month, you may accrue volunteer hours and apply them toward the following months' fee.

Possible jobs may include:

- Type distribution
- Cleaning equipment and studios
- Administrative work
- Studio monitoring
- Co-op/MCBA liaison

Co-op members may also submit a proposal for volunteer jobs to Jeff Rathermel.

Co-op fee payment is due by the 5th of each month to MCBA. Make your payment in The Shop at MCBA. If you are applying volunteer hours toward your monthly fee, put a note showing the number of volunteer hours and a description of the volunteer activities in Jeff Rathermel's office mailbox.

