



**MINNESOTA
CENTER FOR
BOOK ARTS**

Artist Collective Membership Agreement

Minnesota Center for Book Arts (MCBA) is a nonprofit visual arts center dedicated to leading the advancement of the book as an evolving art form. MCBA is committed to fostering a creative community of book art, artists, and appreciators. We lead the field by promoting innovation, sustaining traditions, educating new enthusiasts, inspiring creative expression, and honoring artistic excellence.

MCBA provides critical studio access through its Artist Collective, comprised of dedicated artists working in papermaking, paper marbling, letterpress printing, screen printing, bookbinding, and related arts. Artists must have sufficient training to work independently and safely in the studio areas they wish to utilize. Through this program, members have access to clean and well-maintained artist studios, rare equipment, exhibition opportunities, and participation in an eclectic community of fellow artists.

MCBA ARTIST COLLECTIVE MEMBER BENEFITS

- 24-hour access to the MCBA studios and library
- Preferred press access on Open Studio nights
- On-site storage: one shelf and one locker
- The opportunity to show work in the annual Artist Collective exhibition in MCBA's Main Gallery
- The opportunity to participate in Art-Share sessions with MCBA staff and Artist Collective members
- 70/30 consignment-split on accepted work in The Shop at MCBA
- 50% discount on MCBA workshops (by registering two weeks in advance of a workshop's start date; Artist Collective members still pay full supply fee)

MCBA ARTIST COLLECTIVE MONTHLY FEES AND PAYMENT

PAYMENT: New MCBA Artist Collective members must commit to a minimum six month membership. Artists can pay their monthly membership fee by credit card (automatic payment preferred), in person or by phone through the Shop at (612) 215-2520. Current Shop hours are: Monday, Wednesday, Thursday, Friday, Saturday 9:30am – 6:30pm. Tuesdays 9:30am-9pm and Sundays 12pm – 4pm.

- Incoming members are required to pay a \$100 refundable deposit.
- The monthly fee of \$165 is payable by the fifth of each month of membership.
- A \$25.00 late fee will be assessed after the sixth of the month.
- If payment is not received by the fifteenth of the month, use of the studios will be suspended until paid.

SHORT TERM MEMBERSHIP: A limited number of short-term memberships (minimum of three months to a maximum of five months) may be available, based on studio capacity. Short-term membership dues are \$195 per month. Member cannot defer during short term membership.



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ARTIST COLLECTIVE FELLOWSHIPS: The Artist Collective Fellowship offers studio space and membership in MCBA's Artist Collective for one year in exchange for providing support and helping to maintain the studios during our Open Studio program. Open Studios are held every Tuesday from 4-9 pm, and provide artists with regular, low-cost access to our studios and equipment outside of workshops and classes. Four selected fellows will work each Tuesday from 6-9 pm, totaling 12-15 hours per month. In exchange, Fellows receive 24/7 studio access, a shelf and a locker, and the opportunity to show work in the Artist Collective exhibition.

COLLEGE STUDENT AND RECENT GRADUATE MEMBERSHIP: To foster the future of the field, MCBA offers a discounted rate on Artist Collective membership for degree-seeking college students and recent graduates of university programs. Dues are \$115 per month for degree-seeking students and recent graduates for up to two years after graduation.

MCBA INTERNSHIP DISCOUNT: MCBA interns are offered a monthly rate of \$115 on Artist Collective membership for up to one year after completion of internship.

DEFERRAL: Artist Collective members are allowed a deferral period without terminating membership and storage space. Artist Collective members are allowed a maximum of three months during a six month period for \$40 per month during deferral. Members will not have keycard access during this time.

MEMBERSHIP: Artist Collective members must inform Exhibitions and Artist Programs Manager before the end of the last month of their membership to discuss renewal, extension, or completion. After the initial six month membership, artists may maintain their membership on a month-to-month basis. Members will be notified of substantial Artist Collective member agreement changes and given the option to discontinue their membership and receive an appropriate refund.

MEMBERSHIP COMPLETION: Artist Collective members are expected to complete the full duration of their membership agreement. In the event that they are unable to do so, their initial damage deposit will not be refunded. Artist Collective members must remove all materials from storage and community areas, redistribute all type, and return keycard before the first day of the non-contract month. Deposit will be distributed to the member after all items have been removed and keycard returned. In the event that the Artist Collective member fails to clean out their possessions within one month after their last paid membership month, MCBA reserves the right to dispose of or donate usable materials.



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MCBA ARTIST COLLECTIVE PARTICIPATION

All incoming applications and studio equipment orientation will be administered by MCBA Staff.

Contact the Exhibitions and Artist Programs Manager with any questions regarding Artist Collective membership, exhibition, Art-Share, or volunteer opportunities. MCBA will send out a bi-weekly e-mail to the Artist Collective with MCBA updates.

EXHIBITION: Artist Collective members may submit artwork for the annual MCBA Artist Collective Exhibition in MCBA's Main Gallery. Participating artists must submit artwork following application guidelines to be considered for the exhibition. The exhibition will be juried by MCBA Staff and two volunteer Artist Collective members. MCBA reserves the right to refuse to exhibit artwork for any reason.

ART-SHARE: Artist Collective members may participate in quarterly group Art-Share sessions with the Exhibitions and Artist Programs Manager. Art-Share is a casual show and tell for the Artist Collective to share artwork, ideas, and projects. One session will be dedicated to planning the Artist Collective Exhibition.

NEW MEMBERS: Incoming Artist Collective members will have a three month check-in with Exhibitions and Artist Programs Manager.

VOLUNTEER OPPORTUNITIES: Artist Collective members are given the opportunity to volunteer at the following MCBA events: Love Local, New Editions, Studio Clean up Days, Type Distribution Parties, and the annual Artist Collective Exhibition. Volunteer time is a service to give back to the community and benefit MCBA as a nonprofit organization without compensation and is not required. MCBA Staff will notify members of any upcoming volunteer opportunities.

WORKSHOPS: Artist Collective members may register for a workshop two weeks or less in advance of a workshop's start date at half the price of tuition (non-member rate). Artist Collective members are responsible for paying the full supply fee. If an Artist Collective member wants to ensure a spot in a workshop before two weeks in advance of the class's start date, they may register earlier at the full workshop price. To receive the workshop discount, Artist Collective members must sign up for a workshop in the Shop in person or by phone at 612-215-2520.

GUESTS: Artist Collective members may bring guests to the space for informal tours. Apprentices, assistants, and interns must pass an equipment proficiency exam with MCBA's Studio Technician. They must complete MCBA's Health and Safety acknowledgement and Emergency Contact information worksheet before using any equipment. (For example: If Artist Collective member is working with an intern on a Letterpress project, the intern must have taken LP1, 2 and passed the proficiency exam with MCBA Studio Technician.)

STORAGE: Artist Collective members will receive a shelf and a locker for in progress materials and supplies.



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MCBA ARTIST COLLECTIVE POLICIES

- Artist Collective members are required to attend studio and equipment orientation with MCBA Staff.
- Artist Collective members must reserve space, time and equipment through the studio calendar through the Shop in person or by phone at 612-215-2520. Artist Collective members will honor the limitations of studio access when workshops are in session or during MCBA events.
- Artist Collective members will have a keycard and access code to MCBA. The keycard and access code must not be lent out to anyone. Lost keycards will result in a \$10 replacement fee. Artist Collective members must return their keycard to MCBA when Artist Collective membership is discontinued.
- MCBA is a communal workspace. Artist Collective members are expected to demonstrate a collaborative, respectful, and equitable attitude in sharing the space with others. MCBA does not allow discrimination regarding race, gender, ability, creed, sexual orientation, national origin, religion, or age. MCBA does not allow racial, sexual, and/or physical harassment.
- Artist Collective members are responsible for maintaining a clean workspace. This includes being respectful to equipment, materials, tools, studios, kitchen, library, and gallery spaces. Artists must use proper trash receptacles for waste and recycled materials.
- Artist Collective members are responsible for providing supplies and materials. Materials provided for communal use include tape, solvents and rags. Rubber based black ink, newsprint, and PVA may also be used in small amounts. Artists creating an edition of work are expected to provide all materials.
- MCBA may not be used as a business address for personal use.
- MCBA is not responsible for damaged, lost, or stolen personal items.
- Artist agrees to comply with federal, state, and local laws and policies, and with the policies of Open Book. Examples of conduct that would violate this principle:
 - Bringing weapons on the premises.
 - Consuming/being under the influence of alcoholic beverages or controlled substances while operating equipment.
 - Use of tobacco products or electronic cigarettes.

GROUND FOR DISMISSAL

- Violation of the Artist Collective Agreement.
- Loaning out keycard or the security code.
- Three late membership payments.



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STUDIO AREAS

As a communal studio, MCBA works hard to keep space clean and functioning for all. Please double check equipment before starting projects to ensure adequate cleanliness. If you find any studio, equipment, or materials in disrepair or out of order, please contact MCBA staff.

Binding

- Please specify any equipment you will be using when reserving studio time.
- If you are not physically in the studio working, except for short breaks, you must remove your materials from the work space. It is not acceptable to leave materials for long periods of time by leaving work "ready to go" in the studio.

Papermaking

- Please specify whether you will use the upper/lower wet studio or the beater (or both) when reserving studio time.
- Papermakers will complete a proficiency exam on the beaters with the Studio Technician
- Beaters must be completely clean after each use (multiple rinses may be required). We recommend a quick cleaning before use as well.

Letterpress Printing

- Please specify which press you will use when reserving studio time.
- Letterpress printers will need to complete a proficiency exam with the Studio Technician.
- Press must be completely clean after each use (ink cleaned from type or block, form rollers, vibrator roller, rider roller, ink drum).
- Gloves must be worn when handling solvents.
- Solvents, gloves and rags provided. Solvents must be stored in yellow cabinet. Used rags must be put into appropriate containers.
- Only use compatible inks on the presses.
- Ink cans, mixing surfaces, and putty knives must be cleaned and put away.
- Do not leave press with a damaged tympan.
- If you are not physically in the studio printing on the press, except for short breaks, 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.
- Members working on larger book projects must clear use of more than five galleys with the Studio Technician.
- Type must be redistributed after project completion to ensure equitable access to MCBA's type collection.

Screen Printing

- Please specify whether you will use the screen studio/lower paper, dark room, or both when reserving studio time.
- All screens, surfaces must be cleaned properly after each use.
- Table tops, squeegees, tools and inks must be stored properly after each use.
- Turn off water source, wash-out light bay and power washer after each use.



MCBA

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CONTACT INFORMATION

NAME:

PRONOUNS:

ADDRESS:

CITY:

STATE:

ZIPCODE:

PHONE:

EMAIL:

PRIMARY MEDIUM:

STUDIO AREAS YOU WILL PRIMARILY USE (Bindery, Papermaking, Letterpress, Screen printing)

MEMBERSHIP START DATE:

MEMBERSHIP RENEWAL DATE:

EMERGENCY CONTACT:

PHONE:

RELATION:

TERMS OF THIS MEMBERSHIP AGREEMENT ARE UNDERSTOOD AND AGREED UPON BY THE UNDERSIGNED:

Artist Name Date

Exhibitions and Artist Programs Manager Date