



**MINNESOTA  
CENTER FOR  
BOOK ARTS**

## Artist Collective Membership Agreement

Minnesota Center for Book Arts (MCBA) is a nonprofit visual arts center that ignites artistic practice, inspires learning, and fosters diverse creative communities through the book arts. We create access to specialized book arts tools, equipment, and knowledge; support interdisciplinary artistic development; expand opportunities for people who have been historically underrepresented in the field; and present exhibitions and educational programs that create connections around the art of the book, promote innovation, and advance the future of the book arts field.

MCBA provides critical studio access through its Artist Collective, composed 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 and specialized 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
- 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 MEMBERSHIP RATES

**LONG TERM MEMBERSHIP:** Requires a minimum six month commitment at a rate of \$165 per month. Membership dues are to be paid by the fifth day of each month. After the initial six month membership, artists may maintain their membership on a month-to-month basis.

**SHORT TERM MEMBERSHIP:** Short-term membership requires a three to five month commitment at a rate of \$195 per month. A limited number of short-term memberships are available based on studio capacity. Members cannot defer during short term membership.



## MINNESOTA CENTER FOR BOOK ARTS

**ARTIST COLLECTIVE MEMBERSHIP FOR BIPOC PARTICIPANTS:** MCBA offers a reduced rate to BIPOC (Black, Indigenous, People of Color) participants to honor equity and increase access and artistic opportunities for those who have historically been underrepresented in the book arts. Monthly rates are \$115 per month for long term (6+ months) and \$145 for short term membership (3-5 months).

**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. Membership rate is \$115 per month for degree-seeking students and recent graduates for up to **five years** after graduation date.

**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.

**ARTIST COLLECTIVE FELLOWSHIPS:** The Artist Collective Fellowship offers zero-fee studio space and membership in MCBA's Artist Collective for one year in exchange for providing support and helping to maintain the studios during MCBA's Studio Labs. Studio Labs provide artists with regular, low-cost access to our studios and equipment outside of workshops and classes. Selected fellows will work 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. Fellowship duration is typically one year.

**CREDIT CARD PAYMENT:** Credit card information will be kept securely on file and charged by the sixth of each month. Contact the Director of Exhibitions and Artist Programs at 612-215-2528 with payment information.

**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 and will notify MCBA staff two weeks prior to deferral period. *(During Covid-19 members will not be charged to defer their membership).*

**MEMBERSHIP COMPLETION:** Artist Collective members must inform the Director of Exhibitions and Artist Programs before the last month of their membership to discuss renewal, extension, or completion. Artist Collective members are expected to complete the full duration of their membership agreement. Artist Collective members must remove all materials from storage and community areas, redistribute all type, and return keycard and storage key before the first day of the non-contract month. 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 and charge a \$50.00 fee to their credit card.



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## MCBA ARTIST COLLECTIVE PARTICIPATION

**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 decline to exhibit artwork for any reason.

**ART-SHARE:** Artist Collective members may participate in quarterly group Art-Share sessions with the Director of Exhibitions and Artist Programs. 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 the Director of Exhibitions and Artist Programs.

**VOLUNTEER OPPORTUNITIES:** Artist Collective members are given the opportunity to volunteer at MCBA events such as: 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 to support 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 two weeks in advance of the class's start date, they may register earlier at the full workshop price.

**STORAGE:** Artist Collective members will receive a shelf and a locker for in progress materials and supplies. Please limit your items to your assigned shelf and locker. MCBA is not responsible for damaged, lost, or stolen items.



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## MCBA ARTIST COLLECTIVE STUDIO POLICY

**SHARED SPACE:** 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.

**KEYCARDS:** 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. Keycards must be returned to MCBA when membership is discontinued.

**STUDIO RESERVATIONS (March 2021):** Studios and equipment may be reserved online at [https://www.supersaas.com/schedule/login/MCBA/Studio\\_Reservations](https://www.supersaas.com/schedule/login/MCBA/Studio_Reservations)

Artist Collective members will honor the limitations of studio access when workshops and Studio Labs are in session, during MCBA events, or due to MCBA or Open Book building limitations. Reservations must be made 24 hours in advance and can be made up to two weeks in advance. Studio Calendar Instructions can be found here: <https://www.mnbookarts.org/wordpress/wp-content/uploads/2021/02/MCBA-Studio-Reservation-Calendar-Instructions.pdf>

**GUESTS:** Artist Collective members may bring guests to the space for informal tours. Artist Collective members will need to formally request working with apprentices, assistants, and interns with the Director of Exhibitions and Artist Programs. Fees may apply. (*\*During the Covid pandemic Artist Collective members cannot bring guests outside of their household into MCBA*).

**STUDIO TRAINING:** To ensure the safety of artists and MCBA's equipment, Artist Collective members must complete proficiency exams with MCBA's Studio Technician in the studios that you wish to work in. (For example, in order to work in the Letterpress studios, you will need to complete a Letterpress proficiency exam, papermakers will complete a proficiency exam on the beaters, etc.)

*MCBA's Studio Technician, Molly Poganski, works onsite Tuesday–Thursday. Please email Molly at [mpoganski@mnbookarts.org](mailto:mpoganski@mnbookarts.org) if you experience any issues in the studios or Open Book.*



## MINNESOTA CENTER FOR BOOK ARTS

**STUDIO MAINTENANCE:** 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 their own 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 their own materials.

Upper Level Classroom/Print Studio/Specialty Use Studios: Press must be completely cleaned after each use (ink cleaned from type or printing surface, feed board, press bed, all rollers, cylinder). Mineral spirits, gloves, and rags are provided for cleaning. Solvents must be stored in the yellow safety cabinet in the Print Studio or the gray fireproof cabinet underneath the table in the Upper Level Classroom. Please wear gloves when handling solvents and put rags into appropriate containers for cleaning. Clean and put away all ink cans, mixing surfaces, and putty knives after using. Only use compatible inks on the presses.

Type Library: Type must be redistributed after project completion to ensure equitable access to MCBA's type collection. Members working on larger book projects must clear use of more than five galleys with the Studio Technician. 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.

Papermaking/Decorative Paper (Upper Wet Studio/Lower Wet Studio): Paper beaters, felts, tubs, buckets, sinks, and floors must be completely clean after each use. We recommend a quick cleaning before using the paper beater as well.

Screen Printing (Upper Wet Studio/Lower Wet Studio/Dark Room): All screens, sinks, tools, and 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. Return the darkroom key to the storage cabinet.

Bindery, Paper Prep & Cutting Equipment: Put all tools and materials away in proper storage areas. Wash out brushes and sink if used and dispose of any garbage/recycling.

**DISMISSAL:** Any violation of the Artist Collective Agreement, Community Guidelines, loaning out keycard and security code, or three late membership payments will result in dismissal from the Artist Collective.



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*Members will be notified of substantial Artist Collective member agreement changes and given the option to discontinue their membership and receive an appropriate refund.*

**CONTACT INFORMATION**

NAME: \_\_\_\_\_

PRONOUNS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

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

\_\_\_\_\_  
Director of Exhibitions & Artist Programs, Date