

## VABC SHOP USE GUIDELINES

*Guiding principles: Responsibility is directly proportional to use. If you are using the shop a lot, you need to take more responsibility.*

*A percentage of work undertaken at the facility should be contributed to VABC to help sustain operations. Our model is reliant on sharing of work.*

Who has access to VABC presses and can print:

- **VABC General or Professional Members** (those who have gained certification on the presses can operate unsupervised; those needing supervision will work out arrangements through Program Director)
- **VABC apprentices** (after first ten hours of apprenticeship as trade, apprentices may use facilities and presses to level of their training)
- **Non-members** (only during classes or assisting a member's project—no personal projects for non-members)

Anyone using the shop is responsible for:

- putting away all type and other materials after use;
- clearing ALL work surfaces before leaving the shop;
- proper treatment of all equipment and materials;
- replacement of property that has been damaged by misuse;
- cleaning the restroom and sink areas;
- knowing the safe use of equipment;
- knowing how to use ink properly;
- knowing what equipment goes with the press (pica stick, quoin keys, tweezers, and screw driver) and being sure they stay with the press
- knowing guidelines for the spacer bank and paper supplies
- replenishing rags, mineral spirits, paper towels, hand soap, and any other consumables in proportion to use of shop (monitored and made by request of Program Director)
- knowing the self-governance guidelines

Rights and privileges of membership / printing status are granted in compliance with these guidelines. Failure to follow these guidelines consistently is grounds for revoking privileges or dismissal from the VABC membership.