

Book Arts Studio & Policies

A206 – Low hazard studio

Studio Manager: Louis Meola – louis.meola@tufts.edu

Overview

The SMFA Book Arts Studio is an open space equipped with six large tables, two book presses, Kuttrimmer paper cutter, and an array of smaller book making equipment. Students may explore a variety of design techniques using binding tools dedicated to hand-making methods, allowing students to create everything from home-grown zines to hand-sewn books.

Studio Manager hours will be posted on the door each week along with monitor hours during open studio times. The best way to reach the Studio Manager is through email: louis.meola@tufts.edu

Studio Access

- Students enrolled in a Book Arts Studio course will not need key-card access to the studio, and are permitted to use the equipment introduced in their class(es) upon completion of an in-class safety authorization.
- Students may use the Book Arts Studio during their class sessions or during open studio time. Students are NOT permitted to use the facilities during a scheduled class in which they are not currently enrolled.
- Open studio time is any time during the day that there is not a class scheduled inside this studio. A current class schedule is posted on the main door of the studio.
- Overnight access is granted to pairs of students and must receive prior approval by the Studio Manager or faculty.
- Undergraduate students do not have access to the Book Arts Studio during Thanksgiving, Summer, and Winter breaks.
- Undergraduate students do have access during Spring Break.
- Always check your Tufts email for Monday Holidays and school closures.
- After you have received access, access will be granted again each semester after reaching out to the Studio Manager.

Studio Safety and Emergency Procedures

- In case of injury: Inform the Studio Manager, faculty, and/or Studio Monitor. They will contact TUPD and file an Incident Report if needed. In the case of a serious emergency, call TUPD immediately **617.627.6911**. Do not wait for the Studio Manager, monitor, or faculty, just call!
 - First-aid supplies are provided by TUPD and available at the front desk. They are not permitted to be stored within the studio.

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- Do not EVER use the studio while intoxicated or impaired. This applies to alcohol and recreational drugs. If a faculty member, Studio Manager, or monitor notices you're intoxicated or impaired, you will be asked to leave.
- INFORM YOURSELF. If you have any concerns about the materials being used in the studio, refer to the Safety Data Sheets (SDS) in the red and yellow binders around the studio. You have the right and responsibility to know about the potential health hazards associated with the materials you use, and how to protect yourself.
- THERE ARE NO STUPID QUESTIONS. Ask the Studio Manager or your faculty if you don't know how to do something, where a tool goes, where materials are, etc. We would rather take the time to answer your question than to see you hurt yourself or someone else.
- In case of Fire or Fire drill, stay calm and exit the building immediately using the nearest stairs; do NOT use the elevator.

Studio Etiquette and General Rules

- Take note of the designated **clean areas** in the studio and remember to never place any beverages or dirty materials on these surfaces.
 - **Clean areas** include: the butcher block table tops, Kuttrimmer paper cutter, and the book presses.
- Sturdy closed-toed shoes are required in the Book Arts Studio. If you enter the studio without proper footwear, you will be asked to leave.
- BE AWARE OF YOUR SURROUNDINGS:
 - No cell phone calls are permitted in the studio. Take your call out into the hallway.
 - Headphones are not permitted while operating equipment.
 - Handle all equipment appropriately as instructed. This includes both Book Arts Studio equipment as well as all the shop electronics.

Cleanliness

- It is your responsibility to leave the print studio as clean or cleaner than you found it. Plan to allot 30-45 minutes for clean-up at the end of your studio time.
- Before leaving the studio, clean up all surfaces that you used during your class or work session. This includes tabletops, cutting mats, sink, Kuttrimmer paper cutter, book press, etc. No trace of glue or paper should be left behind on any tool or surface.
- Be sure to sweep up and collect paper scraps.

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Materials

- The only materials that are allowed to leave the studio are materials you purchased.
- A variety of consumables are free to students. These consumables must not leave the studio. Inform a Studio Monitor, faculty, or the Studio Manager if any consumable has run out.

Flat Files

- You will be assigned a flat file at the beginning of the semester. Items left in flat files or drawers after the last day of review boards will be thrown away.
- All supplies, materials, and artwork that you wish to store in the studio must go into your flat file. Anything left outside of the flat file after you leave is subject to disposal or repurposing.
- Take care not to over-fill your flat file drawer. This can cause damage to your work and the work of others.
- Remove any unwanted items from your flat file at the end of the semester. Do not leave garbage for the studio staff to deal with.

Equipment Lists and Authorizations

- Kuttrimmer paper cutter – Manager Training or Class
- Two book presses – Manager Training or Class
- Two corner rounders – Manager Training or Class
- Paper weights – Manager Training or Class

Students have access to all the equipment on which they have been trained in a class session for the duration of the semester. After the semester is over, students can regain access to the equipment by scheduling a Book Arts Studio Orientation with the Studio Manager. Students are not permitted to use or operate any of the equipment that is not covered in class or in an Orientation by the Studio Manager. Students CANNOT train other students on how to use equipment. All issues with equipment should be reported to the Studio Manager, faculty, and/or Studio Monitor in that order.

For any questions or concerns, please send the studio manager an email. The manager's office is located on the second-floor front stairwell hallway (Edwin Gallery).