

SMFA BOOK ARTS STUDIO

POLICIES AND PROCEDURES

**STUDIO MANAGER: LOUIS MEOLA
LOUIS.MEOLA@TUFTS.EDU**

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.

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STUDIO ACCESS

The Book Arts Studio is open when the 230 Fenway building is open, except when a class is in session. A current class schedule is posted on the door of the studio. Only currently authorized users are allowed access to the Printmaking Studio.

Keycard access is granted through the following authorization methods:

- In-class orientation and safety training as part of a Book Arts course.
- Individual authorization session with the Studio Manager.
- Reauthorization by the Studio Manager in subsequent semesters

See the [Equipment Lists and Authorizations](#) section of this document for more information on how to be trained on individual equipment.

Authorization is given for the current semester. Users may request reauthorization by reaching out to the Studio Manager.

Overnight access is granted to pairs of students and must receive prior approval by the Studio Manager or faculty.

Violating studio policies can result in the loss of access to the studio. See [SMFA Studio Policy Violation Guidelines](#) for more information.

HOLIDAYS AND CLOSURES

The studio is closed on days that the 230 Fenway building is closed. Always check your Tufts email for Monday Holidays and school closures.

The studio is closed during Thanksgiving, Summer, and Winter breaks.

Undergraduate students may access the studio during Spring Break.

STUDIO STAFF

The Studio Manager oversees the day-to-day operations of the studio and authorizes users for access.

Please reach out to the Studio Manager if you wish to be trained on equipment not covered in your class sessions.

STUDIO ETIQUETTE

The artmaking studios at SMFA are communal spaces that are used by many people throughout the day. Each user is responsible for adhering to community standards. This includes:

- Cleaning up after yourself.
- Being respectful of other users' space and artwork.
- Being respectful of equipment and shared resources.
- Not removing non-stationary equipment or non-circulating equipment
- Avoiding excessive and/or wasteful use of the materials provided in the studio.
- Reporting issues to the Studio Manager, faculty, or studio staff in a timely manner.
- Adhering to the Tufts [Code of Conduct](#).

While you are encouraged to ask questions, you are responsible for completing your own work.

There is no food allowed in the studio.

CLEANLINESS

It is your responsibility to leave the Book Arts 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.**

Pay careful attention during equipment cleaning demos and take notes.

Cleaning materials such as paper towels and soap are available in the Book Arts Studio.

Before leaving the studio, wipe down all surfaces that you used during your class or book making session. This includes tabletops, brushes, book presses, Kuttrimmer,

containers, etc. No trace of paper or glue should be left behind on any tool or surface.

Classes are required to perform group cleanups once a month if, and only if, the studios are consistently messy.

MATERIALS

The only materials that are allowed to leave the studio are materials you purchased.

The School Store sells book making materials for students to purchase.

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.

Any student who wishes to use a non-traditional material that has not been introduced in a class must request approval from the Studio Manager or faculty. Any outside materials must be approved by the Studio Manager or Faculty.

FLAT FILES AND DRAWERS

You will be assigned a flat file at the beginning of the semester. Items left in flat files 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. 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.

STUDIO SAFETY AND EMERGENCY PROCEDURES

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 shop. Take your call out into the hallway.

Handle all equipment appropriately as instructed.

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.

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.

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.

In case of Fire or Fire drill, stay calm and exit the building immediately using the nearest stairs; do NOT use the elevator.

IN CASE OF INJURY

Inform the Studio Manager, faculty, 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**.

First-aid supplies are provided by TUPD and available at the front desk. They are not permitted to be stored within the studio.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is not required in this studio.

EQUIPMENT LISTS AND AUTHORIZATIONS

The lists below indicate what equipment is in each room and how a user can receive training on using it.

A206

- Kuttrimmer paper cutter
- Two book presses
- Two corner rounders
- Paper weights

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 Papermaking 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 a training 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.

SMFA STUDIO POLICY VIOLATION GUIDELINES

This document outlines the actions which the Studio Team may take in order to keep studio users accountable for not adhering to Studio policies.

TYPES OF STUDIO POLICY VIOLATIONS

The following types of actions either violate the Tufts Student Code of Conduct or create inequity or hazardous conditions in the studios. Definitions marked by * are from the Tufts Student Code of Conduct.

- **Cleanup issues:** Disregarding established cleanup procedures, which are shared by studio managers and/or faculty and may be posted in the studios
- **Misuse of equipment:** Using equipment in a way that is potentially harmful to the studio user or is likely to cause damage to the equipment
- **Misuse of consumables:** Using studio consumables excessively or not for their intended purpose
- **Property Damage and Vandalism*:** Unauthorized conduct that is reasonably likely to or does cause damage, destruction, or vandalism of Tufts property
- **Safety violations:** Disregarding posted signage or instructions from studio managers or faculty or participating in reckless behavior that endangers the studio user or other studio users
- **Theft and Possession of Stolen Property*:** Unauthorized taking of property or possession of property that a studio user knows or reasonable should know was obtained through theft
- **Unauthorized access/entry*:** Entering an access-restricted area by circumventing established security procedures (e.g., using another person's credentials, tailgating authorized individuals into a restricted area)

- **Unauthorized removal of equipment from studios:** Taking equipment from one studio to another, or to private studios, without permission from the studio manager.
- **Violation of other studio policies as stated in the studio-specific policy documents**

ACCOUNTABILITY ACTIONS

The following steps will be taken when studio users violate studio policies in any of the ways listed above.

1. **First violation:** A reminder letter will be sent to the studio user via email, and relevant faculty may be included in the email. The Studio Team may require studio user to be re-trained, correct the situation, or take financial responsibility, depending on the circumstances.
2. **Second violation:** A notice of warning will be sent to the studio user via email, which the studio user can choose to accept or contest through the Student Conduct Resolution Procedure, facilitated by Student Life.
3. **Any additional violation:** Studio users will receive formal notification of the initiation of the Student Conduct Resolution Procedure. This process may result in formal sanctions above a warning and could include restrictions on studio use and access.