

VABC SHOP USE GUIDELINES

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

Who has access to VABC presses and can print:

- **VABC Pressgroup members** (with driver's license for respective press)
- **VABC Members** (supervised during open hours if no driver's license and by approval of supervising member; unsupervised during open hours if licensed)
- **VABC apprentices** (after first ten hours of apprenticeship during open or sponsor-supervised hours)
- **non-members** (only during classes or assisting a member's project—no personal projects for non-members)

Anyone using the shop is responsible for:

- replenishing rags, mineral spirits, paper towels, hand soap, and any other consumables in proportion to use of shop
- 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
- knowing guidelines for the paper bank
- 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 and dismissal from the VABC membership.