

Spike Print Studio

Membership pack

Spike Print Studio offers access to specialist printmaking equipment and a wealth of expertise for experienced printmakers, together with professional opportunities for artists. SPS supports the UWE MA Multidisciplinary Printmaking students, students and others on a case-by-case basis. Spike Print Studio encourages and supports the development of your practice.

Beginners can start with courses at the studio and then join as a Day or Evening Access member. Those with more experience or who want more access may opt for Standard membership. Keyholder Membership allows 24 hour access to the studio and is for experienced members only. It can act as a springboard for getting work into exhibitions and galleries. The studio has a great reputation for producing professional and innovative work, and we encourage all our members to aspire to this standard.

All members must undertake a studio Health & Safety induction. All members must demonstrate proficiency in at least one process and an awareness of their responsibilities within the studio.

We may occasionally run workshops outside designated learning programme times and will give due notice of this.

Membership categories

- Keyholder
- Standard
- Day Time Access
- Evening Access

No access

- Affiliate (be our friend and supporter).

Our affiliates are important to us and we value their support. Exhibit with us and get discounted courses.

We also offer access, by arrangement, for non-members who are experienced printmakers.

Open access

- Open access for own work.
- Open access for editioning for others.

Membership pack

Membership categories

Keyholder £63pm

This category is for artists who are experienced printmakers and are creating and editing their own work. We encourage all our artists to aim for this membership.

- Unrestricted 24 hour access Wed – Sun (30 wks) & before 9am & after 9pm Mon & Tues during term time.
- 24/7 access during school holidays (22 wks).
- 10% discount on courses.
- Link on website.
- Minimum 6 months membership.
- Experienced printmakers only.
- One month mandatory probationary period.

nb: average 580 hours access per month 10p per hour

Standard £40pm

This membership is suitable for those who have experience and confidence but do not need full access.

- Wednesday Thursday access (9am – 9pm).
- Technical support available.
- 10% discount on courses.

nb: 96 hours access per month 41p per hour

Day time access £30pm

This membership is suitable for those who use the studio less regularly, such as those who have their own facilities, students and those who would like technical support.

- Must be taken Wednesday & Thursdays between 9am and 5pm.
- 10% discount on courses

nb: 72 hours access per month 41p per hour

Evening access £17.50pm

This category is for those who would like studio support or simply evening access. It is particularly suitable for those who have just finished a course with us and would like to build up their confidence.

- Wednesday and Thursday evenings 6-9pm.
- 10% discount on courses.

nb: 24 hours access per month .62p per hour

Affiliate £7pm

For those who want to stay affiliated to Spike Print Studio and support our work.

- Exhibit with us.
- 10% discount on courses & workshops.
- No access.

Non-member access £10ph

For those who may have a project or deadline.

- For non-members by arrangement.
- Weds or Thurs 9.30-5.30.
- Experienced printmakers only.

Editing access £200pd

For members or external printmakers who are editing a project to print for another artist or organisation.

- By arrangement.

Storage *Storage is limited.*

-
- | | |
|-----------------------|------|
| • Inks | £4pm |
| • Drawer | £4pm |
| • Screen storage slot | £3pm |

Spike Print Studio

Application form

Your chosen membership

- Keyholder
- Standard
- Day time access
- Evening access
- Affiliate

Storage

- Inks
- Drawer
- Screen

Your details

Forename
.....

Surname
.....

Address
.....
.....

Postcode
.....

Telephone
.....

Email
.....

Date joined
.....

We would be grateful if you could supply the following information purely for us to have a clear profile of our membership, the analysis of which may help us with funding applications. All the information is strictly confidential and will not be passed on.

Date of birth
.....

Gender
.....

Ethnic origin
.....

Disabilities
.....

We work closely with UWE and it is helpful for to know who has been or intends to study there.

What is your degree
.....

Where did you study
.....

Do you hope to study at UWE
.....

Sign and return

Please sign below and return to the studio

All information supplied by members is confidential and will not be revealed to any outside individuals or organisations. *I agree to abide by the conditions of membership as outlined below.*

Signed _____ Date //

Membership payment

Membership must be paid by direct debit mandate which will be emailed to you.

Spike Print Studio

Membership contract

Spike Print Studio is a charitable organisation founded in 1976 and run by printmakers as an open access studio. We offer waterbased screenprinting, etching and relief printing, letterpress, photoetching and digital facilities. We run courses and workshops for members and the general public.

Membership

Membership is open to printmakers with some experience. We require evidence of this and will invite you to an informal interview. We require all members to be able to work independently in their chosen process. Minimum Keyholder membership is 6 months. Your standing order must be active before you are issued with a set of keys. Keys are only available for Keyholder members. All Keyholders need to take part in an annual studio induction review.

Our organisation

Spike Print Studio is governed by Spike Print Studio Board of Trustees, the majority of whom are SPS members who meet every 3 months. The studio is run by the Studio Director, Administration Manager and Studio Manager with additional support from freelance assistants and membership technicians.

You are very welcome to contribute your ideas and thoughts to the running of the organisation either directly with staff or in writing.

All members are welcome to attend the AGM. Members receive regular updates and newsletters. There is an active blog on the website where we can promote your achievements and activities.

Getting started

However experienced you are, you must attend an induction session in any process that you want to work in. This is to familiarise you with the materials and equipment that we use and to ensure safe working. This applies to all members. In addition to the induction as a

Keyholder Member you must attend 2 sessions with the Studio Manager during your one month probationary period. There is a refundable deposit for the keys of £30 payable to Spike Island who oversees the building. All membership categories and storage must be paid by standing order.

Ending membership

Please give one month's notice if you wish to terminate your membership and settle any outstanding bills. It is vital that all Keyholder members return their keys to the office. If you have not paid your membership subscriptions for 1 month without informing SPS, you are no longer considered a member. We will not store your work, inks, screens or tools.

Signing in

All members and visitors attending classes must sign themselves in and out in the diary kept in the screenprinting studio. This is a safety rule and a fire regulation for all Spike Island users.

Materials

You are expected to provide your own materials. The studio runs a shop during designated technician hours. Members must pay for all materials at the time of purchase.

Health and safety

You have a legal responsibility to look after yourself and others and to use all equipment with care. Do not use equipment which has a restricted access notice. You are not allowed to use any equipment without full training.

Membership contract cont.

An Equipment Form is included with this membership pack and you must be signed off by the Studio Technical Manager to use the presses. You MUST wear goggles, masks or ear defenders in the areas where they are required. Please read the Health and Safety Policy available from SPS office.

Looking after the studio

It is everyone's responsibility to clear up including keeping the sink areas clean and washing up cups etc. Please do not overfill the bins. When necessary please take part in special sessions to clean the studios.

In an emergency, contact numbers are available on the noticeboard in the kitchen area.

Keyholder members have the most privileged membership and with this come full responsibilities. All Keyholder members receive a separate induction where these are outlined. You can only have this type of membership if you are an experienced printmaker. We encourage members with less experience to work towards a Keyholder Membership and to gain the independence it brings. It is vital that Keyholders remember their responsibilities and for this reason need to attend an annual refresher induction.

Classes and Workshops

Our Learning Programme runs on Monday and Tuesday with occasional workshops programmed in at the weekend. As such, open access to the studio will be restricted during these times.

Conditions of membership

1. Members/users of the studio agree to abide by the current conditions of membership of Spike Print Studio as set out below by the Spike Print Studio Board of Trustees (SPSB).
2. Members/users agree to adhere to SPS Health and Safety Policy. Those who put themselves or others at risk may be asked to leave the studio and their membership terminated.
3. Members using the studio must be competent to

do so either by previous experience or by having completed one of the SPS courses. If there has been a long gap between induction and joining, we may require a fresh period of working with a member of staff.

4. Any member/user shall be responsible for paying for any damage caused to equipment they are using.
5. All work submitted to exhibitions either at Spike Print Studio or touring, is at the artist's own risk. We do not insure your artwork.
6. During exhibitions, framed and unframed work must be submitted, with correct forms, to Spike Print Studio office. When collecting returned works, they must be signed out.
7. All framed and unframed work must be removed from the studio as soon as an exhibition is over. We cannot store members' work. A charge of £10.00 per month will be imposed for storage, applicable after one month. We cannot guarantee storage or be responsible for damage. If work is not collected after 2 reminders it becomes the property of SPS.
8. We can only store inks or screens for members at a charge. Charges for drawers apply. Items stored at the studio are the artist's own risk. Storage charges are payable with your membership standing order payment.
9. SPS acts as an agent for members. Members are liable for any complaints or returns of work. Commission will be charged on all sales through the studio or group exhibitions to offset administration costs. Currently this is 42% for all membership categories inclusive of VAT. Commission rates may vary. Work is not guaranteed to be hung in studio exhibitions and a selection procedure applies for outside exhibitions. Commission will be charged if you are introduced to a buyer through the studio.
10. A member may be asked to leave the studio and membership terminated on a motion voted by the SPSB called with a 2-week warning.
11. If you leave, you must take all your work and items at that time. Work that is left in the studio and after a reminder (email or phone) will become the property of the studio.

Membership contract cont.

- Members must consider other users of the Spike Island building and treat them respectfully. Members can only access the studio during the times designated in their membership category. Spike Island Reception will refuse you entry during non designated times.

Studio rules

- No member shall use materials in a way that may cause danger to themselves and others through risk of fire, toxic fumes or other hazards.
- There is a rule of no smoking in all areas of fire risk. You are not allowed to drink alcohol whilst operating equipment in the studio.
- Rules on ventilation and use of face masks and ear defenders must always be observed.
- Any member who takes any action, or by neglect, contravenes Safety Rules Nos 1, 2 or 3, or any safety rules decided by the SPSB, shall be asked to stop any action that offends or endangers other members.
- Any member who persists in breaking the above safety rules may be asked to terminate his/her membership.
- Radio/music may only be used in the studio by agreement of all members present. Any member shall be entitled to object to a disturbance and raise a complaint with staff. Be aware that noise from our studio can be heard by artists on top floor.
- No dogs allowed in the studio on grounds of safety.
- All members must clear up all equipment and areas of the studio they have used including washing up mugs and emptying bins.
- Membership Rules and Studio Rules may be added to or amended by the resolution of an SPSB meeting. Such rules shall be posted and shall be binding on all members. Additional safety rules shall be enforced as detailed in Rules 4 & 5 above.

Members' studio disciplinary procedure

As a member of Spike Print Studio you have agreed to comply with the Conditions of Membership and Studio Rules as laid out in your Membership Contract. Spike Print Studio also has an agreed Harassment and Bullying Policy and an Equal Opportunities Policy that applies to all members and to all staff. Please refer to these documents for further details. Copies of these documents are available in the studio or ask a member of staff. Copies are also pinned to the studio noticeboard.

If an issue is raised or a complaint is made against you the following procedure will take place:

Step 1

The issue should, initially, be discussed informally with you. This should happen with an appropriate member of staff or member of the Board of Directors. Every effort will be made to resolve the issue at this stage. It is hoped that the majority of concerns can be resolved in this way.

Step 2

If the issue has not been resolved through informal discussion you will receive a written warning from the SPSB which will detail the reason for the warning and a deadline for the issue to be resolved.

Step 3

If the matter has not been resolved within the agreed time you will be asked to attend a meeting with the Chair of the SPSB (or his/her authorised nominee) and 3 other members of the Board. You may be accompanied at this meeting by a member of Spike Print Studio. A decision will be made at the end of the meeting and will be given to you by the Chair of the SPSB (or his/her authorised nominee).

Membership contract cont.

SPS Studio Complaints Procedure

We want to hear from you if you are dissatisfied with something in the studio. We encourage you to speak first to SPS staff or you can complain formally as a means of expressing your dissatisfaction.

Procedure

You can make your complaint by email or letter by following this procedure:

Step 1

Address your communication to the Studio Director or a member of staff. The Studio Director is responsible for managing your complaint.

Step 2

If you remain dissatisfied with our response to your complaint, let us know by email or letter so that we can refer the matter to the Chair of Spike Print Studio Board of Trustees who will investigate the matter further. All meetings will be minuted.

Email: info@spikeprintstudio.org

Phone: 0117 929 0135

Letter: Spike Print Studio, Spike Island, 133 Cumberland Road, Bristol BS1 6UX

Action

We will investigate the complaint thoroughly and objectively and will respond to you within ten working days of receiving the complaint.

If you are not satisfied with the outcome of this complaints procedure, or if you consider that your complaint has not been correctly handled, you may refer your complaint to the Chair, Spike Print Studio Board of Trustees – chair@spikeprintstudio.org.

Health and safety

Health and safety is a vital issue, and no one accessing Spike Print Studio (SPS) has a right to endanger either themselves or anyone else through uninformed or negligent use of implements, materials, or machinery.

SPS has compiled a health and safety manual to provide basic information on safe practices and procedures in Printmaking. It is intended to protect you and those around you. Each studio member will receive a copy during the studio induction. It is a basic requirement that you read and understand this manual before beginning to work at SPS. If you have any questions about the contents, please contact the Studio Manager. Anyone who uses materials or machinery in a hazardous or potentially hazardous manner may be immediately barred from further access to SPS and may be subject to additional disciplinary action.

Health and Safety Policy Policy Statement

It is the policy of Spike Print Studio to take all reasonable steps to:

1. Protect the safety of all members, staff and visitors against work accidents and occupational hazards;
2. Comply with all relevant statutes, regulations and standards of government agencies and other regulatory authorities representing Health and Safety;
3. Give priority to safe working conditions and non-toxic practices in the planning, budgeting, direction and implementation of SPS activities;
4. Formulate and carry out continuous, effective safety procedures appropriate to SPS operations; and failure to observe SPS Health and Safety policies and procedures may result in disciplinary action.

Safety is the responsibility of everyone. Specific responsibilities are as follows.

Members shall

1. Comply with SPS's Safety Policy and Procedures, and rules and regulations associated with all of their SPS related activities;
2. Seek guidance from staff concerning safety related knowledge and skills required to ensure safe performance in their activities;
3. Immediately report to SPS staff any accident, near miss, hazardous practice or condition with respect to their activities.

Visitors shall:

1. Comply with the SPS Safety Policy and Procedures and all other regulations.

Health and safety cont.

Equipment and Facilities

Equipment and studio facilities are for the use of registered members only. Facilities and tools are not to be moved or modified to suit individuals unless authorised by staff. Unsafe use or misuse of equipment in the studio will result in the withdrawal of privileges. Members whose actions are considered detrimental to themselves or fellow members may be asked by the SPS Board of Directors to leave the studio or stop using the equipment. Any equipment requiring repairs should be brought to the attention of the Studio Technical Manager.

General Hazards

You are able to refer to COHS sheets for any substance used in the studio. The staff or a tutor will go through Health & Safety procedure when you join as a member or attend a class or workshop.

Member's equipment training

Member

Name _____ Membership status _____ Date joined _____ / _____ / _____

Equipment and presses

Initials of technician indicates that a member has been appropriately trained in using that piece of equipment. Members cannot use equipment for which they have not received training.

| | | |
|------------------------|-----------------------------|--|
| _____ Screen beds | _____ Kimber press | _____ Ferric Chloride |
| _____ UV light box | _____ Shirley etching press | _____ Saline Sulphate |
| _____ Print down frame | _____ No 8 etching press | _____ Puresolve machine |
| _____ Wash out booth | _____ Tofko etching press | _____ Metal guillotine |
| _____ Pressure washer | _____ Soaking Bath | _____ Paper guillotine |
| _____ Drying cabinet | _____ Hot plate | _____ Heat press |
| _____ Drying Racks | _____ Plate smoking clamp | _____ Vandercook Press <i>Requires</i> |
| _____ Albion Press | _____ Aquatint room | _____ <i>special training</i> |
| _____ Gem Press | _____ Hot air gun | |

Notes

Signed _____ Date authorised _____ / _____ / _____

Spike Print Studio

Keyholder member checklist

As a keyholder, you must comply with this checklist each time you leave the studio. Failure to do so will jeopardise your membership. Keyholders are responsible for the entire studio.

Responsibilities

- As a Keyholder Member, you are responsible for both studios. If you are only working in the etching studio you must check the screenprinting studio and vice versa.
- If there are still people using the facilities then please communicate with them to check what they are still using.
- Remember to be vigilant and responsible for the safety and security of the facilities.
- All Keyholder Members must check that the balcony doors are locked. Do not assume that if the etching studio is locked, so are the balcony doors. Always check.

Sign in and out

For security and Health & Safety reasons we have to know who has been in the building.

Screenprinting & Relief Printing Studio

- Turn off the Fan Heater in the drying cupboard.
- Turn off the UV lamp/exposure unit and the display on the wall.
- Turn off both water supplies in the wash out room and the back light.
- Turn off the light box and un-plug all lights/hairdryers.
- Lock doors to the wash out room and exposure room.
Use mini key safe.

Etching Studio

- Turn off and un-plug hot plates.
- Turn off the taps in the degreasing and the etching baths.
- Turn off the plugs in the Aquatint area. Make sure aquatint cupboard door is closed.
- Make sure the paper soak is unplugged.
- Check all windows are closed.
- Check all doors to the balcony are locked. Do not assume they are locked because they are closed.
- There is a separate commercial office accessed through the etching studio. Be aware of anyone working in there as they have shared access.
- Turn off extraction fan & Puresolve degreasing machine in the solvent room.

General Checks

- Turn off computers, scanners and printers.
- Make sure doors to mezzanine are locked.
- Turn off all main heaters.
- Make sure all lights are out.
- Lock Screenprinting and etching studio doors.
- Remember the rule of thumb – if it is on, switch it off; if it is unlocked, lock it.

SPS Social Media Policy

This policy provides guidance for employee and member use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

responsibilities at SPS. SPS's computer systems are to be used for business purposes only. When using Spike Print Studio's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

Procedures

The following principles apply to professional use of social media on behalf of SPS as well as personal use of social media when referencing SPS. Employees or members should be aware of the effect their actions may have on their images, as well as SPS's image. The information that is posted or published may be public information for a long time.

- Employees and members should be aware that SPS may observe content and information made available by employees through social media. Employees and members should use their best judgment in posting material that is neither inappropriate nor harmful to SPS its employees, members or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees or members are not to publish, post or release any information that is considered confidential or not public.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Please refer these inquiries to authorised SPS spokesperson.
- Social media use shouldn't interfere with employee's