

# LEEDS PRINT WORKSHOP

[www.leedsprintworkshop.org](http://www.leedsprintworkshop.org)



## Member's Handbook

130 Vicar Lane, Leeds, LS2 7NL  
[hello@leedsprintworkshop.org](mailto:hello@leedsprintworkshop.org)  
[www.leedsprintworkshop.org](http://www.leedsprintworkshop.org)

## **Welcome to Leeds Print Workshop**

Thank you for becoming a member of Leeds Print Workshop! We hope this will be a useful guide to our services, our workshop and our structure. If you have a question that is not covered here feel free to get in touch.

### **About Us**

Leeds Print Workshop is a co-operative printmaking studio based on Vicar Lane in central Leeds. We provide access to print facilities and a space to work for anyone interested in printmaking. As well as catering for all the established printmakers out there in Leeds, we also run classes to bring new people to the medium.

The Leeds Print Workshop committee is made up of fine artists, teachers, graphic designers and illustrators all with one thing in common: a love of printmaking.

The committee formed back in 2015 with a dream to set up a print studio - welcome to our dream!

### **Our vision:**

- To provide printmaking facilities for people in Leeds and surrounding areas.
- To establish and maintain a vibrant, supportive and sustainable printmaking community.

### **Our mission:**

- To provide affordable printmaking facilities to workshop members
- To create collaborative opportunities to share skills, ideas and expertise
- To promote and develop safe printmaking processes with consideration for the environment

### **Our values:**

As a co-operative, we value democracy, equality, and solidarity. We act with concern for our community and work for its sustainable development through the collaborative nature of printmaking. The society will also aspire to act co-operatively and abide by the co-operative values and principles as defined by the International Co-operative Alliance.

## Using The Workshop

Leeds Print Workshop is open **Fridays, Saturdays and Sundays from 10:30am - 4:30pm**. Access is by advance booking by email or in person. When booking please advise what process you are doing and what equipment you require to ensure that all members can access the right facilities.

Occasionally there will be taught courses taking place resulting in limited open access. A timetable will be provided in the members' newsletter each month so check this when booking a session. If we are not able to open on advertised days (for example, due to the unavailability of technicians) this will be communicated in advance by email to all members. We may also offer additional days of open access - this will also be communicated in advance.

Workshop members are entitled to buy places on our workshops & courses with a 10% discount. To benefit from this please send us an email or ask in the workshop. No discount will be available when booking online.

## Payment

The annual cost of membership is £50. The fee goes towards helping us to pay for the building, equipment and materials and all related costs of running the organisation. Once you have paid your membership fee we can then book you in for an induction which you must have before being able to use the facilities. Membership payments are non refundable once you have completed your induction. Membership renewal reminders will be sent automatically via email giving you the opportunity to renew your membership online.

Discounted membership is available to students and recent graduates. The annual cost is £35. Please see our latest Membership Terms and Conditions on our website to check eligibility (<http://leedsprintworkshop.org/membership-terms-conditions/>) - we may ask to see proof of eligibility when you take out a discounted membership. Please do not abuse this generous discount as it is not subsidised by any external funding.

Workshop time costs £3 per hour, paid in rounded up increments of 30 minutes. Payment for your workshop time and materials purchased is due at the end of your session - please ensure you come to the workshop with the means to pay for your session. We can accept cash and card payment in the workshop, but please do not ask to pay by bank transfer as this request will be refused. There may be occasions when card payments are unavailable, but there are cash machines nearby. Receipts can be issued on request.

## Parking

As we are in a city centre location we have no parking facilities. We encourage you to use public transport to get to the workshop, but there are lots of pay and display parking options nearby.

## **Creating a safe workshop environment**

Leeds Print Workshop believes in a safe workshop space for all members of the community. We do not discriminate on the basis of age, gender, sexual orientation or identity, disability, race, religion or political beliefs (though this is not an exhaustive list). We also expect our members to adhere to these beliefs - everybody should feel welcome at Leeds Print Workshop and will be treated with respect. Our full Equality and Diversity policy is available on our website, or you can find it here: <http://leedsprintworkshop.org/equality-diversity-policy/>

## **Access**

130 Vicar Lane is primarily based across one floor, however wheelchair access is limited by the narrow width of our main entrance. Our wash-out area, toilets and kitchenette are down a short flight of stairs, and we do not have accessible toilets. If you feel this could present a problem for you please get in touch - we will do our best to accommodate your individual needs.

## **Behaviour**

Leeds Print Workshop expects all staff, volunteers and users to behave responsibly and with respect for others. *Aggressive, confrontational or offensive behaviour will not be tolerated and could result in the termination of your membership.*

## **Health and Safety**

Leeds Print Workshop takes the health and safety of its users seriously. Please follow all the health and safety guidelines issued in your induction, use the personal protective equipment provided where required and follow any health and safety guidance given by the technicians.

It is your responsibility to have informed Leeds Print Workshop of any particular needs you have in relation to your own personal health and safety when applying to become a member, but it is important to also inform our technicians of these when using the workshop.

When you are using the workshop you are responsible for your own health and safety and to not endanger those around you. Please let us know if you see anything that could be considered a health and safety risk. Please ensure hazardous chemicals are returned to their safe storage area after use, clean up any spillages and dispose of sharps in the designated box. A first aid kit is available, and any accidents should be reported to a technician.

*Failure to adhere to health and safety guidelines, either written or as advised verbally by a technician, could result in your membership being terminated.*

Our Health and Safety policy can be found here: <http://leedsprintworkshop.org/health-safety-policy/>

## **Personal Belongings**

Leeds Print Workshop is not responsible for any belongings left in the workshop. We provide lockers for you to store things whilst using the workshop, though you will need to bring your own padlock if you want them secured. Planchest drawer hire is available, though Leeds Print Workshop can accept no liability for things stored in them. Leeds Print Workshop's insurance policy does not cover members' own equipment or artwork - please consider this when leaving your belongings on the premises. If you have lost or left something behind please get in touch with a description and we will attempt to locate it for you. Unclaimed items may be donated to charity.

## **Food and Drink**

You are welcome to bring in food and drink, but you must take responsibility for health and hygiene. We have a microwave and fridge that are available to use - please keep them clean. Teas and coffee and some soft drinks are available to all users - we ask for a small voluntary donation for this provision.

## **Smoking**

Smoking is not permitted anywhere in the building. Please smoke outside with consideration for others, and dispose of cigarettes responsibly. This includes electronic cigarettes.

## **Drugs and Alcohol**

Drugs are not permitted anywhere in the building. Alcohol is not permitted during open access workshop time, though it may be permitted for evening events such as exhibition openings. If we believe you are under the influence of drugs or alcohol you will not be permitted to use the workshop facilities.

## **Children**

We regret that, due to health and safety considerations, the workshop is not able to accept members under the age of 16. Please do not bring your children to the workshop.

## **Emergency Procedures**

130 Vicar Lane does not have a fire alarm. If you notice a fire, please inform a technician and evacuate the building calmly. There are clearly marked fire exits at the front and back of the building - please ask if you are unsure. Fire extinguishers are available, but you should not use them under any circumstances unless you have had adequate training and only then if the exit route is blocked. Under no other circumstances should you attempt to tackle a fire.

## **Comments, Suggestions and Complaints**

We welcome your comments and suggestions - please email [hello@leedsprintworkshop.org](mailto:hello@leedsprintworkshop.org).

If you have a complaint please let us know as soon as possible and we will do our best to rectify any problems quickly. If it cannot be rectified immediately please email us with the details of your concern to [hello@leedsprintworkshop.org](mailto:hello@leedsprintworkshop.org) and it will be thoroughly investigated.

## **Privacy Policy**

Please see our Privacy Policy at <http://leedsprintworkshop.org/privacy-policy/> to see how we use your data.

## **Getting Involved**

If you would like to be more involved in the running of Leeds Print Workshop, ask us about becoming a member of the co-operative and the committee.

Being a member of the co-operative requires an amount of time commitment, but in return you will be eligible for certain benefits at Leeds Print Workshop. We may occasionally ask for applications for co-operative membership, so keep an eye out for any opportunities!

We also provide opportunities for volunteering, including supporting our tutors on courses. This is a great opportunity to learn new printmaking skills and in return you will benefit from earning free workshop access through our timebank scheme. Ask for more information.