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MEMBERSHIP PROCESS

Any artist who wishes to work at the studio or become a member must send their CV, portfolio and a short text describing their artistic practice and their motivation to become a member of Atelier Circulaire to info@ateliercirculaire.org. You can specify in the subject of the e-mail the mention "Request for membership", and in the body of the text the chosen technique of printmaking.

The team of coordinators and the artistic director examine each new application to ensure that the artist has the necessary knowledge to make them autonomous in at least one technique in the printmaking.

If the documents are not conclusive, the coordinator can suggest a meeting with the candidate to discuss their experience in the workshop and suggest other avenues allowing them to come to work without becoming a member, while they acquire more autonomy. (especially during Fridays at the Atelier or classes).

If the candidate meets the basic requirements, the reception manager will communicate by email to arrange an initial meeting.

This first meeting takes place in the workshops on the 5th floor. The person in charge will explain to the candidate how the equipment works, the rules and the procedures to follow in the event of an emergency.

The candidate will then have to do a print test with the coordinator of the workshop of the chosen technique on a Friday. With the agreement of the coordinators after the test, the candidate may become a member.

The candidate will sign a contract according to the package deal chosen, make the payment thereof and receive information relating to their access to the workshop at the store.

A member must pay an annual fee of \$50 (non-refundable), payable in one installment upon signing the contract and valid for a consecutive period of one year.

RULES

Anyone working at the AC undertakes to consider the workshop as their own. The artist undertakes in particular to ensure its order, cleanliness, maintenance and safety.

The AC being a collective, the artist undertakes not to harm the working atmosphere or to harm the smooth running of the workshops. AC being a collective workshop conducive to creation, the artist undertakes to behave respectfully and free from any form of harassment, with regard to the members, users, visitors and employees who make up the community. No behavior, word, hostile or unwanted gesture, or which harms the psychological or physical integrity of a person is tolerated there. The Canadian Human Rights Act, the Criminal Code and AC's anti-harassment policy, if applicable, apply to everyone.

PRODUCTION SPACES

ACCESS AND SECURITY

All AC users must be introduced to the operation of the equipment and workspaces, and, to do so, must make an appointment with the coordinator concerned.

Autonomy

All AC users confirm that they have sufficient knowledge of printmaking techniques to work independently and safely in at least one of the production workshops.

To work in another technique for which they do not have the necessary knowledge, the artist must make an appointment with the coordinator concerned. Thus, the artist who becomes a member to work only in the intaglio and who is not autonomous in the other techniques does not have the right to work alone in the other workshops.

Packages

An artist must be in the process of a package to come and work at the studio. The packages are consecutive.

Access chip

Each person on a package (one week or more) is entitled to an access chip (against a \$15 deposit) giving them free access to the studio at any time of the day. This card remains the property of Atelier Circulaire and must be returned to it on request. Note that the artist is responsible for his card and that in the event of loss, breakage or theft, he will have to pay \$15 to receive a new one.

Alarm

The production workshops are equipped with an alarm system which must be activated each evening when the last member leaves. Each artist in the process of a package receives an alarm code made up of four digits, which is given to him when he registers. This code must not be disclosed in any way. The procedure for activating and deactivating the alarm system is displayed next to it. See the closing procedure of the workshop in appendix I.

Security

An eyewash station and emergency shower are located in the central space, near the sink, next to the paper soaking tub. Fire extinguishers are located in the kitchen, in the drying room, in the corridor of the acid room (next to the door of the aquatint room), on the column of the central space, at the entrance from the lithography workshop, in the relief workshop and in the store. The fire extinguishers in the store and the dryer room are water-based. Their use is less damaging to paper, but should be reserved for extinguishing wood fires (it would be dangerous to use them on an electrical fire). Identify them to act more quickly in the event of a problem!

Use of specialized equipment

It is your responsibility to use only specialized materials and equipment that you know and with which you can work safely and independently. It is also your responsibility to use this material as directed by the coordinators. Always consult the coordinators if in doubt. Some equipment (notably the laser) is not self-service and must always be operated by the coordinator.

In some cases, access to certain equipment may require a fee (non-refundable) or a deposit (refunded upon return of the equipment). You could be held responsible for the breakage or malfunction of equipment that you have used without authorization or without respecting the instructions of the technical coordinator and must assume the cost of repair or replacement.

DURING A MEMBER PACKAGE

Storage

Each person in the course of the package is entitled to a storage bin and a drawer (against a deposit of \$15) and cannot store their equipment elsewhere than in these two places. At the end of the package, the person agrees to empty the drawer and the bin; the deposit will then be returned to him.

Workshop copies

AC asks anyone producing in its production spaces to contribute to the archives by depositing at least two (2) studio prints per year in the studio fund (two different proofs from prints made during the year). In the event that an artist only makes unique prints (monotypes), he undertakes to deposit at least one (1) made during the year. The workshop copies are chosen by the artist and can be part of a print or even be numbered C.A. (excluding prints).

Thus, AC has a large and ever-growing collection of prints representing the plurality of current practices. Note that once deposited, these studio copies become the property of the AC and can be used during events, collective exhibitions or benefit exhibitions.

To contribute to the archives, simply deposit your signed and numbered work in drawer 050 - deposit of workshop copies. Don't forget to fill out a descriptive sheet (blank copies are available in the drawer), sign your name and write the date on the list of all the copies submitted. The signed form is proof that you have fulfilled your duty to AC.

Cleaning and storage

Key phrase: "If you don't have time to clean, you don't have time to print!" »

Cleaning workshops and common areas is everyone's responsibility. You are also responsible for the maintenance and cleanliness of the equipment and work surfaces you use. Everyone's participation guarantees the proper functioning of the community. You are therefore requested to report to the staff any defect and any incident that may have caused breakage or deterioration of the equipment.

If in doubt about the cleaning or maintenance of tools and equipment, consult the workshop coordinators

Recycling

Atelier Circulaire cares about the environment. Please deposit all unsoiled paper and cardboard in the recycling bins. You will find them in the kitchen, in the screen printing workshop, in the central space, in the computer room and near the visitors' door.

Scraper and precision knife blades (X-Acto) should never be thrown in the trash! Place them in the small box identified for this purpose on the cutting table near the door of the lithography workshop.

Volunteer work

AC asks their members to give at least six (6) hours of their time during the year to help the organization in its operation or during special or recurring activities.

A non-profit organization like Atelier Circulaire, which allows artists to produce their work at affordable prices, cannot survive without the support of its members.

Ask the administration or the coordinators and do not hesitate to make suggestions.

General chores

Each year, the coordinators organize two days of general cleaning of the workshop spaces. All members are invited to participate in the various tasks (painting, cleaning, repairs, handling, filing, etc.). The participation of the greatest number allows a deeper and faster cleaning. General duty normally takes place in the spring and fall.

Visitors and collaborators

Visitors (non-users or non-members) must enter through the door adjacent to the store. All they have to do is ring the doorbell. When the bell rings, especially in the absence of coordinators, it is everyone's responsibility to answer. Three switches (intaglio, lithography and digital Lab) allow visitors to unlock the door remotely. When you unlock the door, it is also your responsibility to check that the person entering knows Atelier Circulaire. Thank you for welcoming all visitors with a smile and for directing them.

All short visits used to promote the production studio, the services offered and the work done by the artists are welcome. However, for any other type of visit or collaboration, to invite anyone to the production workshop, the artist must request authorization from the workshop coordinator and notify the administration. Guests and collaborators may under no circumstances be left alone or do any other type of work than that authorized by the coordinator. They must take care not to disturb the working artists. A collaborator is a person who helps an artist with a job that the latter cannot do alone, for example the manipulation of a large format screen printing frame. The collaborator will also have to pay a \$25 fee to work in the workshop.

APPENDIX I

WORKSHOP CLOSURE

1- Check that you are the last one in the workshop.

Explore the various spaces (digital Lab, lithography, intaglio, screen printing, relief and private workshops) by issuing calls out loud.

2 - Check that the visitor entrance door (near the store) is closed.

Open the door and turn the handle from the outside.

3- Make sure all windows are closed.

4 - Turn off the lights.

Do not forget the closed rooms (acid room, dryer, aquatint room, dark room, computer room, digital workshop). Central security lights remain on at all times and have no switches.

5 - Check that the plates and the electric oven are switched off in the kitchen.

6 - Activate the alarm.

Let anyone with you go out first. Make sure the door is closed and dial your code (provided by the administration) to activate the alarm. A beep will sound. You have about a minute to exit. Go out and check that the door is properly closed. After about a minute, the beep stops. The system is then engaged. If you wish to enter the workshop again, wait for the end of the acoustic signal. Do not open the door while the signal is sounding. The end of the audible signal means that the alarm system is on. You can then enter and dial your number to deactivate the system.

If the alarm goes off, do not call the center yourself. Wait for the control panel to call. Answer the phone despite the shrill sound of the alarm (the phones are in the kitchen and in the central space of the workshop), give your name and code to the interlocutor.

REMARKS

The ventilation remains active at all times.

To facilitate closing operations, when you are the last to leave a specialized space, close the windows and lights, if any, in that space. If there are few people left, let them know you are leaving.