Book Arts Lab Access & Use

The Book Arts Lab (BAL) is a dedicated experiential learning space located on the main floor (Level 2) of the MacOdrum Library. The BAL offers instruction, use of equipment as well as access to expertise for many different purposes throughout the academic year. This includes bookbinding, letterpress printing, calligraphy, paper making and paper decorating, wood cut relief printing, ink making, quill cutting and more. Users can access the BAL through the following avenues:

1. Course instruction and consultation
2. Individual instruction and consultation for academic purposes
3. Community events and programming
4. External academic institutions

While we aim to facilitate all requests to use the BAL and its resources, there may be times when this is more challenging due to the popularity of the lab.

Carleton University Course Instruction and Consultations
The priority of the lab is to facilitate experiential learning opportunities within academic courses offered at Carleton University. The scheduling of these changes on a term-to-term basis (i.e. a quiet Monday in the fall term may not be so in subsequent terms). Faculty or instructors can incorporate the use of the lab for their entire course, for select sections of their courses or for a one-time visit. To better accommodate the use of the lab for as many activities as possible, the BAL has a few expectations that are required from course instructors.

Full-term Course in the BAL

1. Full-term courses should maintain their classroom assignment issued by University Scheduling. In the off chance that the lab or its staff are not available, the class will need to take place in that classroom. This rarely happens but it is good practice to have this alternate location.

2. Full-term courses should include a consultation with the faculty member and the Master Printer one term prior (usually 2-3 months) to the scheduled course. In this initial meeting;

   a. Choose experiential component(s) to ensure that course outcomes are met.
   b. Discuss the level of completeness required by the students for the course. The goal is not to always complete the project fully but demonstrate the newly acquired knowledge and theory from class.
c. Review appropriate supplies needed for the course. BAL staff will then ensure that these are ordered and available for the course.
d. Assign a BAL staff member to the course.

3. Students taking full-term courses in the BAL should be mindful that there may not be sufficient time to finish their projects within the allotted class time. Where possible, the BAL offers open lab times for which students can schedule a time to come and work on their projects outside of class times. These additional lab times are dependent on the BAL schedule and should be mentioned to students at the beginning of the course.

Select Sections of Courses
1. If you wish to include sections of your courses in the BAL, please schedule a consultation with the Master Printer at least 1 month before the course is scheduled to start. In this initial meeting;
   a. Choose experiential component(s) to ensure that course outcomes are met.
   b. Discuss the level of completeness required by the students for the course. The goal is not to always complete the project fully but demonstrate the newly acquired knowledge and theory from class.
   c. Review appropriate supplies needed for the course. BAL staff will then ensure that these are ordered and available for the course.
   d. Assign a BAL staff member to the course.
2. Scheduling will be determined based on the current class schedule.

One Time Visits
1. If you’d like a one-time visit to the BAL, please schedule a consultation with the Master Printer as early as possible to discuss;
   a. Choose experiential component(s) to ensure that the visit outcomes are met. This could be a small project or a quick tour of the BAL.
   b. Discuss the level of completeness required by the students for the visit.
   c. Review appropriate supplies needed for the visit. BAL staff will then ensure that these are ordered and available for the visit.
   d. Assign a BAL staff member to the visit.
2. Scheduling will be determined based on the current class schedule.

Individual Instruction and Consultations for Academic Purposes

Some students want to include book arts into course academics, graduate work, and projects. The BAL does facilitate these activities and encourages exploration of the book
arts. To maximize the use of the lab for as many activities as possible, the BAL has a few expectations that are required.

1. Discuss your project with the Master Printer who can provide advice on time requirements, level of skill that will be required, and assist you with planning your work. As much lead time as possible is appreciated.

2. Access to expertise and the lab space will be scheduled around existing course bookings. These times will change each term and may not always fit with your own academic schedule. They may not always fit with your own academic schedule and the consultation with the Master Printer will inform requests before they begin.

3. All individual student projects should include clean-up time, set-up and take down of any activities.

Community Events and Activities

The BAL often hosts events and activities with groups such as community book arts organizations, student clubs as well as with staff and faculty. These events and activities allow us to build relationships with our partners and provide access to additional expertise with our external communities. Every effort will be made to accommodate this work around the academic programming in the lab. Please schedule a meeting with us as soon as possible to discuss expectations for your event or activity. In the meeting, we'll discuss the following:

1. What is the preferred day/time for the event?
2. What equipment/materials are required for your event?
   a. Printing presses
   b. Supplies
   c. Access to space only
3. Who is responsible to be present and lead during the event?
4. Will you require BAL staff for the event? (We can advise on this)
5. All clean-up, set-up and tear down should be built into the timing of the event or activity.
6. Exhibits of final projects in the library can be considered but may require consultation with the Library Exhibits Committee and their scheduling. We can assist with this process.

External Academic Institutions

At times, the BAL can accommodate requests by members from external academic institutions. Every effort will be made to accommodate this work around the academic
programming in the lab. Please schedule a meeting with us as soon as possible to discuss expectations of your event or activity. In the meeting, we’ll discuss the following:

1. All projects must be discussed with the Master Printer who can provide advice on time requirements, level of skill that will be required, and assist you with planning your work. As much lead as possible is appreciated.

2. Access to expertise and the physical lab, will be scheduled around class scheduling for courses taking place in the lab. These times will change each term. They may not always fit with your own academic schedule and the consultation with the Master Printer will inform requests before they begin.

3. All individual student projects should include clean-up time, set-up and take down of any activities.

Note:
All Lab users must complete and sign the Book Arts Lab Health & Safety module.

Initial responses to inquiries will be within two (2) working days.

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