



Proposal for Book Arts Studio Use

All who have successfully completed the bookbinding, letterpress, or artists' books class at the Book Arts Program (or equivalent) are eligible to apply for Studio Use. Those who have completed the Risograph training may apply for use of the Risograph. Approved studio users have access during open studio hours, when a monitor is present. Applicants must have been previously trained on any equipment requested for use.

To Apply

Submit a proposal (page 2 of this form) to the studio use coordinator, Emily Tipps. The Book Arts Program Staff will review all proposals and send notification as soon as possible, along with details about studio dates and hours for the relevant semester. At the discretion of the BAP staff, applicants with adequate experience who have demonstrated the ability to work self-sufficiently will be approved for Independent Studio Use, meaning they will have the opportunity to work outside of regularly scheduled studio hours, provided there is not a large group activity planned in the studio.

Options for Studio Use

- *Semester-Length:* Those with full-semester studio use have access during open studio hours, which begin the day after the first class of the semester, and end at 5 p.m. the Friday after the last class.
- *Full Summer:* Those approved for full summer use have access during monitored open studio hours during one summer session, and work independently during the other.
- *Single Summer Session:* Those with summer session use have access during monitored open studio hours, which begin the day after the first class of the summer session, and end at 5 p.m. the Friday after the last class.
- *Single-Project:* Those with studio use for a single project have access to the studio for two sessions of eight hours each. Please note that you cannot subdivide these sessions, so projects and timelines should be planned in advance.
- *Paper Cutting:* This option provides access to the guillotine cutters, board shears, paper drill press and perforator, for a single, two-hour session.
- *Graduate Extension:* Graduate students needing extra time to finish semester projects may apply to extend their studio use during periods between open studios. Each extension is for one week.
- *Risograph:* Risograph users must complete the training prior to submitting a proposal for use. There is no fee for studio use; rather, Riso users will pay \$5 per half hour at the time of use.

Studio Use Fees*

type of studio user	semester-length or full summer	single summer session	single project (two 8-hour sessions)	paper cutting (2-hour session)	grad extension	Risograph
Student	\$75	\$37	\$25	\$10	\$50 (<i>print/bind</i>) \$25 (<i>bind</i>)	\$5 per ½ hour pay at time of use
U of U faculty/staff	\$150	\$75	\$75	\$20	n/a	\$5 per ½ hour pay at time of use
Community member	\$200	\$100	\$100	\$25	n/a	\$5 per ½ hour pay at time of use

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Name: _____ Date: _____
Semester of proposed studio use: _____ unid (if applicable): _____
Phone: _____ Email: _____
Beginning _____ class completed during _____ semester of 20_____
Intermediate _____ class completed during _____ semester of 20_____

Equivalent experience (please describe the training you've received elsewhere):

Type of studio use requested (please check one):

- Semester-Length
- Full Summer
- Single Summer Session
- Single-Project (two 8-hour-maximum sessions)
- Paper Cutting (one 2-hour session)
- Graduate Extension
- Risograph

Type of studio user (please check one):

- U of U undergraduate student
- U of U graduate student
- U of U faculty/staff
- Community Member

Outline of proposed project(s):

Provide as many details as possible regarding your intent, content of the project, media to be used, etc. You can apply to work on more than one project simultaneously, but all proposed work must be completed within the proposed semester. Unfinished projects will negatively affect eligibility for future work in the studio. Additional projects will require an additional proposal. Please note the studio and its equipment cannot be used for commercial purposes.

Estimated studio hours necessary to complete the project(s): _____

* Please return this form to Emily Tipps in the Book Arts Studio, or (preferably) via email to emily.tipps@utah.edu