Questions and Guidelines for Faculty
Planning a Curricular Project or Visit in the Book Arts Workshop

Guidelines

In order to make everyone's experience positive, fun and productive—as well as sustainable for future classes, please refer to these guidelines:

- The class may need to be split into smaller groups to work with us. For hands-on work, we can only accommodate groups as large as 14 in our largest room (the bindery) and 10 at the most in the letterpress room. When logistically possible (not a lot of hands-on work) we can visit your classroom.

- Classes larger than 18 students will need to create group-projects (working in pairs or larger groups) rather than individual projects. Type, galley trays, and physical space are limited, so creating groups will ensure that all classes have enough to work with.

- For projects longer than one-session, faculty need to schedule graded (or somehow recorded) check-ins throughout the project to avoid students waiting until the last minute. Hands-on work almost always takes longer than expected and rushing makes for a less successful experience. The check-ins may be something like:
  - a few days after a lesson (setting type, making simple books structures etc) the student describes their idea for the project
  - a week later—a mock-up of the idea or a draft print of the hand-set type
  - a week before the due date—a work in progress update with photos or actual pieces.

- In order to make sure type is put away properly at the end of term, making future projects successful, there will be no type-setting started beyond week 8. Additionally, faculty are required to remind their students at least once during Week 9 and once during Week 10 to put away their type.

- If your class is coming in for a typesetting lesson, teachers/professors are should arrange for students have a piece of text (no longer than 25 words) ready to set before coming in.

- Let us know in advance if your class will require specific supplies so we can make sure to have them ready.

- **We are not set up for bulk digital printing.** For most bookmaking purposes, students can use Greenprint (the Konica Minolta printers they usually use on campus). They are high-quality laser printers that can accommodate paper up to 11x14, and they can use custom paper by loading it into the bypass tray. Color printing is also available at [select locations on campus](#). When folks have a lot to print digitally, we send them to Gnomon Copy, a print shop in downtown Hanover.

    - In terms of what we *can* print for students: we can print a few things — such as, the pages and cover for one short book or a few copies of a zine. But we can't print a lot of copies, like 10+ copies of a zine. If they need a few copies of something on an *inkjet* printer—because it's something large (but no bigger than 13 x 19inches), they can use our printer.

    - The Book Arts Workshop charges academic departments $12/student (up to 20 students) for full class visits involving use of materials. This is a once/term fee—not for each visit if there are multiples. Go to this link for more information about fees.

Questions to help us plan:

1. What is the name of your course? What Department is it listed under, and what is the course number?

2. What learning outcomes are you expecting from the project/visit?

3. How many students are in the course? Are you willing to split up the class into smaller groups?

4. How many class sessions are you able to dedicate to the project/visit? Will you need to schedule special Open Studio sessions outside of regular class time?

5. When is the project due? What and when will the checkpoints be?

6. Will you need special materials or a visiting artist?