

# Policies and FAQs

## REGISTRATION AND CANCELLATION

### **How do I register for a workshop or Studio Lab?**

Register early! Workshops can fill quickly or may be cancelled due to low enrollment. Please know that registration automatically closes about one week prior to the beginning of each workshop and 24 hours before Studio Labs (72 hours before Marbling Lab).

#### **Online**

Registering online is the quickest way to reserve a spot in a workshop or Studio Lab. We strongly encourage you to create an account when registering online at checkout if you do not have one already. You must sign in to receive membership and applicable workshop discounts.

#### **By phone**

To register by phone, call **(612) 215-2521**. If a staff member isn't available to take your call, please leave a message including your name, phone number, email address, and the workshop(s) you'd like to take. Registration is not complete until a full payment of both tuition and materials fees has been received.

#### **Gift certificates**

To register with a gift certificate, call **(612) 215-2521** or email [workshops@mnbookarts.org](mailto:workshops@mnbookarts.org). If a staff member isn't available to take your call, please leave a message including your name, phone number, email address, the workshop(s) you'd like to take, and the gift certificate number. Registration is not complete until a full payment of both tuition and materials fee have been received.

### **Can I cancel my registration?**

Requests to withdraw from a workshop or Studio Lab\* can be processed by calling (612) 215-2521. If a staff member isn't available to take your call, please leave a message including your name, phone number, email address, and the workshop you'd like to withdraw from.

- Withdrawals 15 or more days before the beginning of a workshop will receive a full refund of tuition and materials fee, minus a \$25 processing charge.
- Withdrawals 4-14 days prior to the workshop will receive a 50% refund of tuition, minus a \$25 processing charge. Materials fees for workshops cannot be refunded 14 days or fewer prior to the workshop since materials are being prepared and shipped (for virtual workshops) during this time.
- No refunds are possible for withdrawals 3 or fewer days in advance of the first day of class, or for no-shows.
- Registrations are non-transferable and MCBA does not issue credits.
- Exceptions to this policy are only made for documented medical emergencies.
- \*Refunds for Studio Labs are available when requested 3 or more days in advance.

### **When will I find out if my workshop is cancelled due to low enrollment?**

While MCBA makes every effort to ensure workshops run as scheduled, MCBA reserves the right to cancel a workshop if enrollment has not reached the required minimum. Registrants will be notified via email if a workshop is cancelled at least three days before the start date. Registered participants will receive a full refund of tuition and materials fee.

**Are in-person workshops and Studio Labs cancelled in bad weather?**

On rare occasions, workshops are cancelled due to inclement weather for the safety of staff, teaching artists, and participants. If MCBA closes or workshops are cancelled, a notice will be posted on our website and participants will be notified by phone and email. We make decisions about whether or not to cancel workshops based on conversations with Open Book partners and by watching local universities for cancellations. An announcement on MCBA's website will confirm cancellations by 3pm weekdays and 8:30am on weekends.

**What happens if I miss a session of a multi-week workshop?**

It is the participant's responsibility to attend each session of a multi-session workshop and to manage personal scheduling conflicts. MCBA and MCBA instructors do not offer make-up sessions or phone/email consultations for any missed workshop session. If a participant misses a workshop, they may make up what was missed in that session by scheduling a [tutorial](#) before the next session of the workshop (pending instructor availability). To schedule a tutorial, email [abredeson@mnbookarts.org](mailto:abredeson@mnbookarts.org) or fill out a request [here](#). If you find you are not able to attend a workshop, please see the cancellation policy above (under "Can I cancel my registration?").

**What is included in my materials fee?**

Materials fees are part of the registration fee for most in-person workshops. Materials fees cover materials you will use during the workshop (paper, linoleum blocks, book board, etc.) and expendable studio supplies (solvents, rags, safety supplies, small tools, etc.). Tax is applied to materials fees. Some virtual workshops include a materials fee when kits of materials are mailed to participants (shipping available within the continental US only). The fee covers materials included in the kit as well and shipping within the United States.

**Are youth (under the age of 18) able to take workshops for adults?**

To register for an adult workshop, individuals must be 18 years of age or older. People under the age of 18 may attend adult workshops with a parent or guardian who is also registered to attend the workshop, but the youth must be 15 or older.

**Can kids attend youth/family workshops on their own?**

Family workshops are for children to attend with adults. Youth workshops are designed for kids to participate with other kids. For youth workshops, we ask that parents and guardians drop off and pick up youth promptly as we do not have staff available to supervise participants outside of the scheduled workshop time.

## VIRTUAL WORKSHOP FAQs

**How will I access an MCBA virtual workshop?**

Access the workshop online anywhere you have a strong internet or data connection. Your personal living space is a great place to spread out with your device and the materials needed for your workshop.

**Step-by-step instructions for accessing the workshop online will be sent to you approximately 2 days before the workshop's start date.**

**How do I know what materials and tools are needed for the workshop?**

Materials are listed with workshop descriptions online, along with the email address of the teaching artist who you may contact with questions about materials. You may also contact MCBA staff at [workshops@mnbookarts.org](mailto:workshops@mnbookarts.org) with questions regarding materials. Some virtual workshops include a

materials fee when kits of materials are mailed to participants (shipping available within the continental US only). The fee covers materials included in the kit as well and shipping within the United States.

**What level of interaction is involved in the workshop?**

MCBA's virtual workshops are live. We encourage you to share video and audio and participate in the workshop similarly to the way you would in an in-person workshop, asking questions and connecting with other participants. If you prefer, you're also welcome to work without a camera. For artist talk and demonstrations, your camera and microphone will be turned off, but the chat is available to ask the teaching artist questions.

**Will I need to download any software?**

We use Zoom for our virtual workshops. You will receive step-by-step instructions for [downloading Zoom](#) (it's free!) and accessing the workshop online approximately 2 days before the workshop's start date.

**What type of device will I need to access the workshop?**

Our workshops use Zoom, and some workshops also use Google Classroom. You should be able to access your workshop from any device with a strong internet or data connection and the ability to download Zoom (it's free!). We recommend accessing the workshop from a [laptop or desktop computer](#), if possible. You may also access the workshop from a smartphone or tablet with [IOS](#) or [Android](#), but some features of the Zoom platform may be more difficult to access on a mobile device.

**Are virtual workshops recorded and made available to participants?**

MCBA does not record virtual workshops. If you find you are not able to attend a workshop, please see the cancellation policy above (under "Can I cancel my registration?").

With our virtual workshops, we strive to create an experience that is as akin to an in-person workshop as possible for both teaching artists and participants. To do this, we keep workshop capacities small so participants can collaborate and exchange ideas with each other and the teaching artist. We also want to respect the time and care our teaching artists put into a real-time experience in addition to protecting their intellectual property rights. We're grateful to be able to work with experienced and talented teaching artists in Minnesota, across the country, and (at times) around the world!

## IN-PERSON WORKSHOP & STUDIO LAB FAQs

**Is MCBA ADA accessible?**

Accessibility accommodations are available for all MCBA programs. If particular accommodations may impact your participation, please inform MCBA as early as possible by emailing [abredeson@mnbookarts.org](mailto:abredeson@mnbookarts.org).

**When should I arrive for a workshop?**

Please arrive 5-10 minutes before your workshop starts. Teaching artists often are working to prepare the studio in advance. If you arrive 15 minutes or more in advance, feel free to peruse the studios, gallery, library, and The Shop at MCBA!

**Are there breaks during workshops?**

Most workshops scheduled over lunch allow for up to a one hour break. MCBA has a small refrigerator for storage of a bag lunch; alternatives include the cafe located in the Open Book lobby, or numerous restaurants within walking distance.

**What should I bring to a workshop?**

Usually, all materials are provided. On occasion an instructor will request that participants bring something to the workshop. This information is included in the workshop description online.

### **What should I wear to a workshop?**

While MCBA provides aprons and gloves for inky processes, please dress for mess and leave your nice clothes at home. Below is a general list of how to dress for our studios:

- Jeans, t-shirt, and supportive footwear suggested
- An extra pair of shoes or galoshes for papermaking
- No loose clothing or accessories
- No open-toed shoes
- Be prepared to tie back long hair

### **Can I bring a project I want to create to a workshop?**

As part of the learning process, participants may have the opportunity to incorporate their own content in workshop projects. Participants are welcome to bring ideas and drawings to the workshop with this in mind, but do not expect to create a particular project unless that is specifically stated in the workshop description. For those with self-driven projects in mind, we encourage you to return to MCBA after completing workshops required for proficiency to create your project. Please refer to MCBA's [Studio Lab](#), [Artist Collective](#), and [equipment rental](#) pages for information on how to access MCBA's studios.

### **Is there access to MCBA's equipment outside of workshops?**

For multi-session in-person adult workshops, tuition includes access to [Studio Labs](#) on Tuesdays from 4-9pm during the weeks that your workshop takes place. Current workshop participants should call MCBA to reserve equipment free of charge during that time. After your workshop ends, MCBA's studios may be accessed by individuals through the following programs: [Studio Lab](#), [Artist Collective](#), and [equipment rental](#). **Participants must have adequate training to work independently in the area(s) they wish to utilize.**

### **Can I take photos or videos during a workshop?**

At the discretion of the instructor, participants may take a photo of in-progress work as long as it does not disrupt or slow down the workshop. Photos may not include other workshop participants or the instructor. We welcome you to post photos of your work and MCBA's studios on social media and tag @mnbookarts! Under no circumstances should audio or video be published online without prior authorization by MCBA. Video recording of workshop content is prohibited unless authorized by the workshop's instructor.

### **How do I get to MCBA? Is there parking? Hotel accommodations?**

For information on how to get to MCBA, parking, and hotel accommodations, please see our [Visit us](#) page. Please allow for extra time to get here as other events in the Open Book building and downtown area may cause heavy traffic and parking restrictions.

### **Health and Safety during the Covid-19 Pandemic**

When visiting any public place during this pandemic, there's always a risk of exposure to COVID-19. When visiting MCBA, you voluntarily assume all risk knowing that COVID-19 is extremely contagious, and that for some people it can lead to severe illness and even death. By registering for an in-person workshop or Studio Lab, you agree to read and follow [MCBA's Covid-19 Health and Safety Protocols](#) when in our studios. Thank you for keeping yourselves and our community safe and creative!

## **ADDITIONAL FAQs**

### **What is the Book Art Certificate? How do I enroll?**

The [Book Arts Certificate](#) is designed to provide a path for education in book arts and to recognize individuals who have taken significant coursework at MCBA. Enrollees in the Certificate are eligible to receive early registration discounts on tuition for adult workshops. To learn more, please visit the Book Art Certificate page.

**Can I take MCBA's workshops for CEUs?**

Yes! Teachers may take MCBA's workshops for continuing education credit. Please email your requests for certificates to [workshops@mnbookarts.org](mailto:workshops@mnbookarts.org) in advance of the workshop's start date.

**Is there any other way I can support Minnesota Center for Book Arts?**

Yes! If you are interested in helping us keep our community going during these uncertain times, make a [donation](#) or buy a [gift certificate](#) for a future workshop. Your support, in any amount, is helpful in moving us forward to fulfill our mission, and greatly appreciated.

**PHOTO RELEASE AND LIABILITY WAIVER**

By registering for a workshop, participants (and parents/guardians of participants who are minors) agree to grant MCBA permission to use photographs and/or video of participants taken during workshops in publications, news releases, online, and in other communications related to the mission of Minnesota Center for Book Arts.

Bookbinding, printing, and papermaking equipment is potentially dangerous. No one should use any equipment or tools without proper training. By registering for a workshop, participants (and parents/guardians of participants who are minors) agree to hold harmless Minnesota Center for Book Arts, the Board of Directors, staff, and teaching artists.

MCBA is not responsible for lost, stolen, or damaged personal belongings or artwork.