



CANADIAN BOOKBINDERS
AND BOOK ARTISTS GUILD

HOME STUDY

BOOKBINDING 1: GUIDED STREAM

Pre-Registration Information & Guidelines

PRE-REGISTRATION GUIDELINES

This set of guidelines will help prepare anyone interested in registering for Bookbinding 1 Home Study in the Guided Stream to make an informed purchase to be sure that this is an appropriate workshop for them.

Please note that online purchase of the Home Study workshop, Bookbinding 1: Guided Stream through the CBBAG website functions as formal agreement to these guidelines.

Mentor role

Your mentor is an experienced bookbinding instructor who has either completed the CBBAG Core Curriculum or has similar training from other professional bookbinding programmes.

The mentor will work with you on the Thinkific platform, email, and through ZOOM video meetings.

Mentors will endeavour to respond promptly to questions but are not on-call, so participants should manage their requests based on that understanding especially if a deadline is approaching.

Mentors will be giving participants specific critiques of their work, both in ZOOM meetings and in writing. These critiques are outlined in the learning outcomes that are part of the workshop assets.

Your mentor will moderate comments in the discussion areas and will delete any comments that are against CBBAG's social media policy.

Your mentor will be available for entire duration of the 8 months that the workshop is active.

Expectations of Participants

MEMBERSHIP

The Home Study workshops are for purchase to CBBAG members only; the non-member price includes a one-year CBBAG membership. Participants are required to remain members during the entire 8 months of the workshop active period. If membership lapses, access to the Thinkific workshop will be disabled.

Participants will be required to set up a Thinkific account using their CBBAG member email address. If you want to use a different email than your CBBAG email, please update your CBBAG membership record first with your new email address. Please note this will become your official e-mail address with CBBAG.

TECHNICAL REQUIREMENTS

Participants in this online workshop are expected to have the correct software, equipment, and internet connectivity to participate in the workshop. The workshop is hosted on the Thinkific.com platform. Not having the correct technical requirements is not grounds for a refund of registration fees.

CBBAG recommends using a laptop or desktop computer to view the workshop assets. CBBAG definitely discourages the use of a mobile phone as the screen is simply too small to view demonstration videos effectively. Tablets can be used, but navigation can be a bit more complicated as the left-hand workshop navigation is usually hidden when in a lesson.

This workshop is particularly video-intensive because it is demonstration-based, so participants should be prepared for that data streaming requirement.

All videos will be closed captioned in English, which can optionally be activated from within the video player within Thinkific.

These are the Thinkific platform recommendations for optimal participant experience as of May 2021:

- The most recent version of a web browser for desktop: Chrome, Firefox, Safari, Microsoft Edge. Thinkific recommends Chrome or Firefox specifically
- The most recent version of a web browser for a tablet: iOS Safari (11 and up), Chrome, and Samsung Internet
- Javascript enabled
- PDF plugin
- Graphic and audio output capability
- Broadband internet connection with a minimum speed of 5Mbps (recommended)
- TLS 1.2 supported by your web browser

<https://support.thinkific.com/hc/en-us/articles/360030354954>

WORKSHOP MATERIALS

A materials kit for the projects will be provided to participants as part of their workshop fee. It will include materials to make one version of each project. The kit will include most of the elements that will be required to produce the projects such as paper, book board, thread, and other elements.

Postage & handling for the materials kit shipping will be invoiced to the registrant and the materials kit will not be shipped until that invoice is paid. Postage costs will be based on shipping to your postal address. For Canadians, worst case scenario for postage & handling is \$45.

Participants will still be expected to supply some of the consumable materials such as wastepaper, standard bond paper, PVA glue, cotton cloth, paste and misc studio supplies. Participants will be expected to have access to a printer as some of the projects have printable elements.

TOOLS

Participants are expected to purchase the tools and equipment as outlined in the Tool Manual. No tools are included in the purchase of the Home Study workshop. The workshop will require that you have the following bookbinding tools: thin awl, bone folder, brushes - natural & synthetic bristle, cutting mat, dividers, flat L-square, mat knife, brass edge off-set boards, press boards, ruler / straight edge, scalpel handle and blades, scissors, needles, paper slitting knife, and weights. Registrants will be sent a tool manual after registration specifying types of tools and possible sources for purchasing.

WORKSHOP COMMUNITY & ETIQUETTE

Workshop participants are encouraged to comment within the workshop lessons and a specific area is set up for participants to share their questions, post project photos, explore ideas and generally get to know the other participants and the mentor.

Expectations are that comments and posts will be appropriate to the topic and the workshop environment and will not violate the social media General Content Guidelines in CBBAG's Social Media policy that can be found on our website under Members-only content.

Participants' discussions will be monitored to be sure that comments are appropriate for the workshop and CBBAG reserves the right to delete any comments that are not in line with its social media policies.

CBBAG mentors have the right to remove disruptive or abusive participants from the workshop; fees will not be refunded under these circumstances.

Workshop Process

This programme is designed for an independent type of learner who needs a flexible schedule for learning. It is expected that participants will complete the workshop in 8 months. Access to workshop materials will be allowed for 16 months.

The workshop is presented as a series of lecture and direct demonstration videos and how-to pdfs. Participants are allowed to download all PDFs, but not video assets.

The programme is divided into 4 modules and has at least 14 individual projects.

- A- Introduction to Bookbinding
- B- Book Structures and Sewing
- C- Cover Structures and Other preparation
- D- English and German Casing-in

At the end of modules B, C, & D, Participants will submit their projects for critique for a total of three submissions.

The workshop includes 4 live one-hour meetings that will be held on ZOOM that coincide with project submission reviews. Submissions must arrive to the mentor prior to the Zoom meeting.

Participants will be given a range of 3 days in which the meeting will take place so ideally a convenient time can be found for the whole group. Mentors typically live in the Eastern Time Zone or GMT-5. Zoom meetings will be recorded and posted to the workshop for anyone who cannot attend the live session.

PROJECT SUBMISSIONS AND CRITIQUES

The Guided stream of Home Study requires participants to submit physical samples of their work to their mentors for direct feedback and critiques. Participants are expected to use the supplied materials for the projects.

All project submission packages should be sent with tracking. All packages sent within Canada automatically have tracking.

Each submission must be completed to the mentor's satisfaction. If a submission doesn't meet the criteria, participants will be expected to re-submit their projects in order to meet those criteria. If a participant decides not to re-submit, then they are allowed to continue with the workshop, but the workshop will not count towards a CBBAG certificate of completion.

Participants are responsible for postage with tracking in both directions for their 3 submissions. They must send the return postage costs to the mentor, so their projects can be returned to them.

Customs and Shipping from outside of Canada: If the participant lives outside of Canada, shipping the projects for critique will require a customs declaration. Canada has a very low exemption value to allow items to enter the country duty-free (currently \$20 CAD). Books are typically duty-free for import, so indicate on the declaration that you are shipping a book. Many courier services (such as FedEx or UPS) will charge a brokerage fee for assessing if a package requires any payment of duty or taxes, so even if a package is duty-free and tax-free, there could be a charge to the mentor to collect the package.

The best option is regular postal mail as Canada Post does not charge any brokerage fee if the item is deemed duty and tax-free. If the participant chooses to insure the package that insurance value will be used as the declared value of the goods. A package of declared value of \$20.00 CDN or less is exempt. It is suggested that you mark on the parcel "no commercial value." If for some reason your package is not duty and tax exempt, then any duty or taxes would be charged back to you by CBBAG. Student materials will not be returned if there are any postage, duty, or taxes owing to the mentor or CBBAG.

COPYRIGHT

By registering for CBBAG's Home Study Guided Stream Bookbinding 1, you are agreeing to the following statement:

All CBBAG Home Study material is copyright protected. You agree that you will not re-sell, rent, exhibit commercially, or use for any commercial purpose whatever nor transfer to another party for such use. The right of public showing is reserved to CBBAG, which includes the internet. No purchaser receives the right to copy, sell, rent, or loan the Home Study workshops. Purchasers may copy only for their individual educational purposes.

CANCELLATION AND/OR WITHDRAWAL POLICY

Membership fees (and the membership fee portion of the non-member fee) are not refundable.

Participant-requested cancellations will only be accepted up to 10 days prior to the published cut-off date for registration. Any refunds will be subject to a 15% cancellation fee. After that, the full fee will be forfeited.

If the cancellation request is submitted within the specified time but the materials kit has already been shipped to the participant, then the cost of materials kit (\$50 CAD) will also be held back from the refund.

If a participant is facing an unforeseen circumstance such as a health or family crisis which means they can't complete the workshop in the 8-month active period, they should contact their mentor to discuss. Exceptions to the expected 8-month timeline of completion will be at the sole discretion of the mentor, in consultation with the Home Study Registrar.

Any participant who misses two submission deadlines without contacting their mentor will be considered withdrawn from the workshop. Access to the online workshop will be shut down at the end 8-month workshop period. They will not have the 16-month access offered to the active students.

Questions concerning these guidelines should be directed to Homestudy@cbbag.ca.