



Policies, Procedures, & Guidelines

HOME STUDY PROGRAMME POLICY

Classification:
General - Policy

Approval Authority:
CBBAG Board

Effective Date:
March 8, 2021

Supersedes:
2001

The purpose of the Home Study programme is to make book education available to members who cannot take advantage of in-person workshops.

CBBAG intends its Home Study programmes to be for the personal, private use of the person to whom it is sold and not for commercial use.

Purchasing:

The Home Study workshops are for purchase to CBBAG members only. It is acceptable to join in order to purchase.

The audio visual materials and manuals are not available for purchase separately.

In order for CBBAG to accept orders, purchasers are required to agree to this policy in writing when emailing the Home Study registrar to arrange purchase. Online purchase of Home Study workshops through the CBBAG website functions as agreement to this policy.

Copyright & Acceptable Use

All CBBAG Home Study material is copyright protected.

CBBAG does not permit any rental or sale of the Home Study workshops by third parties.

No purchaser receives the right to copy, sell, rent, or loan the Home Study workshops. Purchasers may copy **only** for their individual educational purposes.

Purchasers may not re-sell, rent, exhibit commercially, or use for any commercial purpose whatever nor transfer to another party for such use.

Libraries, schools, and charitable associations may lend to individuals or use for groups of students.

Approved CBBAG instructors will be given access to Home Study workshops for the purpose of the development of curriculum.

All contributors in the development of the Home Study Programme assign copyright to CBBAG.

The right of public showing is reserved to CBBAG. CBBAG will, on application and if deemed appropriate, grant permission for public showing of a component part of the Home Study material.

Purchaser Support

All Independent Stream purchasers are allowed a *reasonable* number of questions on the organization of the material presented and/or technical matters. Questions will be answered by Guided Stream mentors.

Guided Stream

Guided Stream students will be assigned a CBBAG mentor by the Home Study registrar after registration for Bookbinding I, II, or III. The mentor will be a qualified CBBAG core curriculum instructor and an active CBBAG member.

CBBAG reserves the right, on the mentor's recommendation, to cancel a participant's enrolment in the Guided Stream for disruptive or abusive behaviour and no fees will be refunded.

Workshop Asssets

For the Bookbinding I workshop, all teaching assets, such as videos, photos, and how-to manuals, will be provided through the online platform Thinkific.com. Participants will be sent a full materials kit to be used for the projects that will be submitted for critique. The cost of this kit is included in the fee, but shipping will be an additional charge.

Participants will have access to the online workshop for 16 months in total. Within the online workshop, the video tutorials will not be downloadable. All written manuals will be downloadable.

For Bookbinding II and III workshops, all teaching materials will be provided on USB drive with videos and pdf of the companion manual. Participants are expected to source their own materials for their submissions.

Timetable For Bookbinding I

The online workshop is designed to last 8 months with set start dates. Participants will be expected to submit projects regularly to stay on track to complete the workshop within the 8 months. Mentors will remain active in the online workshop for 8 months.

Participants who do not complete the workshop will not be allowed to proceed to Bookbinding II.

If a participant is not able to meet the submission deadlines for a legitimate reason such as illness, a discussion should be had with the mentor about the possibility of an exception. Exceptions will be granted at the mentor's discretion.

Timetable For Bookbinding II and Bookbinding III

If nothing is submitted for critique within six months, the mentor will reach out to the participant to re-engage. After commencement of submissions, it will be assumed that all submission deadlines will be met. If a participant is not able to meet the submission deadlines for a legitimate reason such as illness, a discussion should be had with the mentor about the possibility of an exception. Exceptions will be granted at the mentor's discretion.

If nothing is submitted for critique within one year of enrolment and there is no outreach from the participant, it will be assumed that the participant has abandoned the programme and cannot re-engage with their mentor.

Critiques for Guided Stream Workshops

Guided Stream participants will receive written critiques based on established criteria from their mentor indicating whether projects and/or units are acceptable or should be done over. At some stages, the participant cannot proceed with the workshop until successful completion of a project.

Each project will be critiqued by the mentor on the skill/technical ability demonstrated, the suitability of the materials used (for *Bookbinding II* and *III* only), the accuracy of the models and comprehension of their requirements, and overall presentation.

Mentors will critique the assignments in a timely manner. Assignments should be returned to the participant within six weeks of their receipt, by the same packing and shipping method that the participant used. Participants are responsible for return postage, payment of which will be organized between participant and mentor.