

Member Handbook

Independent Publishing Resource Center



IPRC

Welcome



We are so happy that you've decided to become a member of the IPRC! Your membership keeps this an affordable, open, and inclusive space for everyone.

Whether you're here to learn new skills or strengthen existing ones, create a dream project, or collaborate with like-minded people, we're thrilled that you're here!

-IPRC Staff and Board of Directors

Our Mission

The IPRC is a Portland, Oregon 501(c)(3) nonprofit whose mission is to provide affordable access to space, tools, and resources for creating independently published media & artwork, and to build community & identity through the creation of written and visual art.

Staff

MEMBERSHIP + COMMUNITY PROJECTS MANAGER

Emmeline Eao
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PROGRAM DIRECTOR

Harper Quinn
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STUDIO MANAGER

Jakelen Diaz
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Membership

Becoming a member at the IPRC grants you access to one of the region's most unique and enduring creative spaces, while also providing an opportunity to work alongside a diverse range of artists and makers who call the IPRC their creative home.

In addition to providing studio space, dues from memberships support accessible arts programming and community outreach.

There are two levels of membership at the IPRC: **BASIC** and **STUDIO**. The chart below outlines the benefits associated with each tier of membership. The IPRC also offers non-member rates for people who want to have access to the IPRC studios on an hourly or daily basis, current non-member rates can be found on our website.

BASIC & STUDIO

✓	✓	Access to the main studio area & zine library
✓	✓	Discounted rates on copies
✓	✓	Discounted rates on IPRC workshops
✓	✓	Free admission to IPRC events
✓	✓	Attendance at 3 Learn, Make, Share workshops
✓	✓	Discounts at Kelly Paper (10%) and SCRAP (5%)
	✓	Access to the Berlin Family Letterpress Studio*
	✓	Access to the WeMake Screen Printing Studio*
	✓	Access to the IPRC Risograph Studio*

* Must complete the required intro workshop for the corresponding studio, or demonstrate competence in the print medium. To "test out" of the intro requirement email the Studio Manager.

Community Guidelines

We require that you abide by the following guidelines during your time at the IPRC:

- No violence.
- No racist, homophobic, transphobic, sexist, ageist, classist or otherwise discriminatory behavior. Everyone is expected to respect differences in race & ethnicity, ability, mental health, size, gender identity, sexuality, and citizenship status.
- Sexual harassment will not be tolerated.
- Abusive behavior will not be tolerated.
- Respect all staff and volunteers.
- Intoxicated individuals are not welcome at the center.
- Respect the IPRC facilities and equipment.

The IPRC reserves the right to refuse membership/use of the center to anyone who fails to abide by these guidelines.

Safety + COVID-19

The IPRC is very concerned about the safety of its members and users. We require that you receive training before using certain items as misuse can cause bodily injury or damage to the equipment.

After receiving training from staff or volunteers please sign the **SAFETY TRAINING AGREEMENT** which certifies you to use the manual and electric stack cutters, as well as the electric saddle-stitch stapler. Please kindly ask the front desk volunteer if you would like to receive training on how to safely use this equipment.

The IPRC is open by appointment only for the duration of the pandemic. Masks are required at all times in the studios. Up to date information about our COVID-19 policy can be found on our website.

Main Studio

Tools & Equipment

DIGITAL LAB

5 iMacs with Adobe Illustrator, Photoshop, & InDesign
2 Epson scanners | 12" x 18"
Wacom Intuos tablet (available for checkout at volunteer desk)

COPIERS

Black & White
Canon ImageRunner Advance
Color
Canon ImageRunner Advance

PAPER CUTTING EQUIPMENT*

Challenge manual stack paper cutter | 26" x 28" sheet max.
Triumph electric paper cutter | 18" x 18" sheet max.
2 Long-arm paper cutter | 17" & 26" max.

PAPER FINISHING TOOLS

Corner Rounder
Paper folder*
Paper scorer
Pouch Laminator | 8.5" x 11" (pouches for sale at volunteer desk)

BUTTON MAKING MACHINES

Button kits (materials for 10 buttons) sold at volunteer desk
1" button maker | 1" button die cutter
2" button maker

STAPLERS

Salco Rapid 106E Electric Saddle-Stitch Staplers*
Stanley Bostitch long arm staplers (3)
PaperPro long arm staplers (3)
Saddle staplers (2)

HOTMELT & BIND-FAST 5 PERFECT BINDING MACHINES

Due to the sensitive nature of these machines, volunteers who have accrued significant experience working on the Bind-Fast bind people's books at \$0.50/book. If you are interested in having books perfect bound please contact our Program Director and we can put you in touch with one of our binding supervisors.

GENERAL ART SUPPLIES

Paint, pencils, markers, rulers, glue, tape, scissors, brushes, stamps, stencils, ink, crayons, ribbon, pens, paper clips, awls, bone folders, labels, staples, oil pastels, collage material, glue guns, self-healing cutting mats, and more!

**Please receive training from IPRC staff or volunteer before use.*

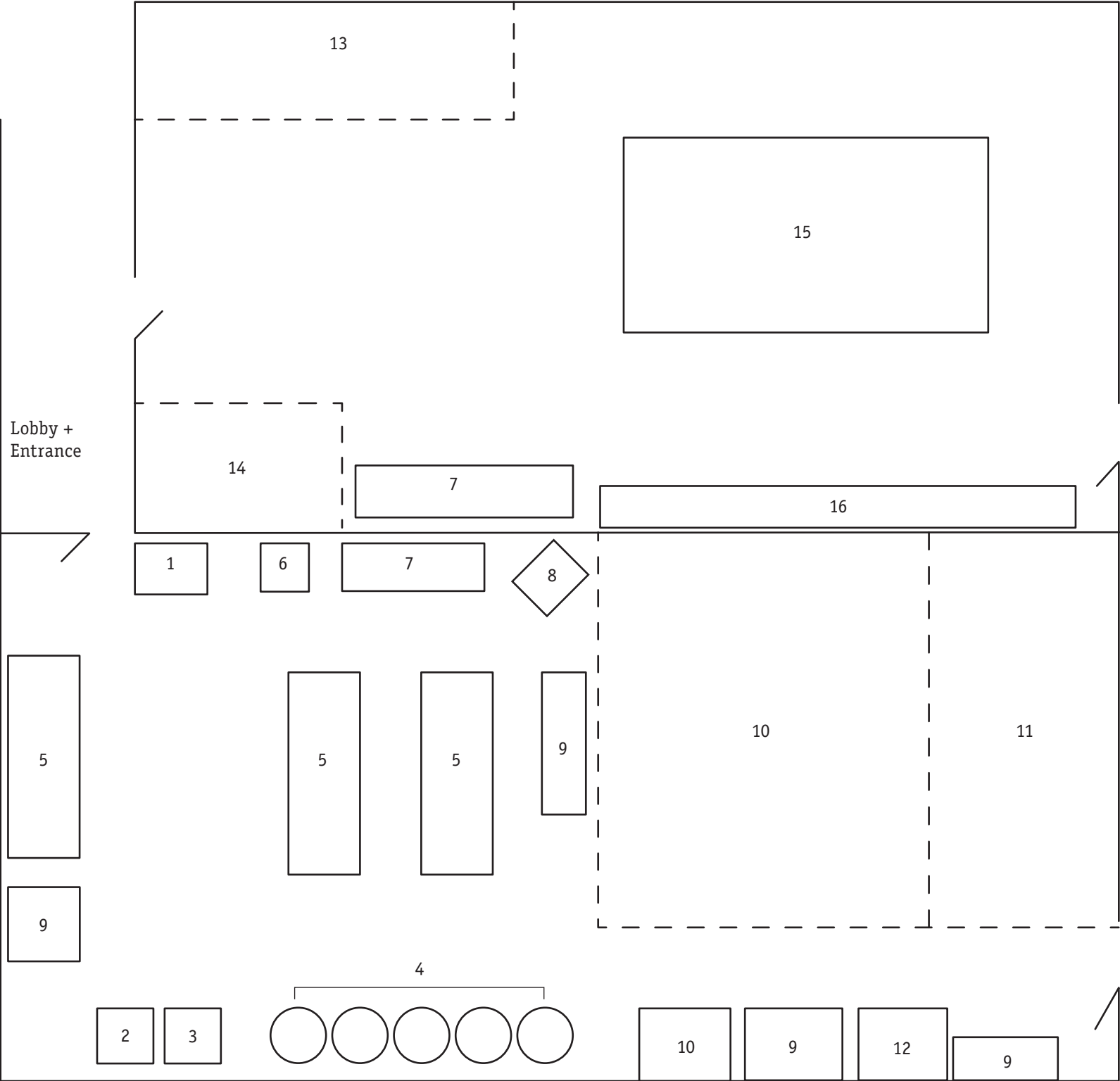
Martha Grover Zine Library

The Martha Grover Zine Library (MGZL) offers over 9,000 independent publications available to the public. With the support of dedicated volunteers, we are re-organizing and cataloging our entire collection with the goal of making the MGZL searchable online through the IPRC website.

At the moment, items are not available for checkout but all are welcome to stop by and browse our collection any time during regular IPRC hours. Talk to staff or volunteers if you would like to donate a copy of your publication to the library.

IPRC Studio
318 SE Main St.

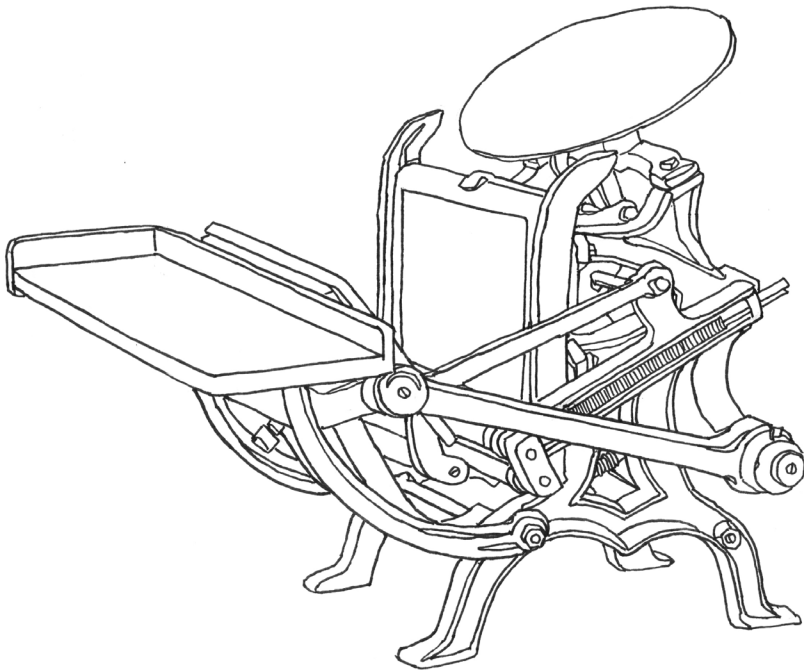
- 1. Front Desk
- 2. Black & White Copier
- 3. Color Copier
- 4. Computer Lab
- 5. Tables
- 6. Electric Stack Cutter
- 7. Book Arts
- 8. Manual Stack Cutter
- 9. Risograph Studio
- 10. Berlin Family Letterpress Studio
- 11. WeMake Screen Printing Studio
- 12. Drying Rack
- 13. Staff Offices
- 14. Merch Shop
- 15. Classroom
- 16. Martha Grover Zine Library



Print Studios

*The printmaking facilities at the IPRC are available to Studio Members who have completed the required intro workshop for the corresponding studio (e.g. completion of Intro to Letterpress is required to use the Berlin Family Letterpress Studio).**

Each studio is open to use during supervised open hours which can be found on the IPRC website.



**Individuals with prior experience who wish to “test out” of the intro workshop requirement can contact the Studio Manager for details.*

BERLIN FAMILY LETTERPRESS STUDIO

The Berlin Family Letterpress Studio is a wonderful place to learn the historic craft of printing with movable lead and wood type. In addition to type, our presses can also accommodate mounted linoleum blocks and polymer plates (various Boxcar Bases available for use). The cost of consumables such as ink and solvent is included in the Studio Membership.

PRESSES:

5 table-top platen presses
1 14×23.5 inch flat bed press
1 30×22 inch (self-inking) flat bed press
1 17x15” flat bed press

TYPE COLLECTION:

150+ fonts of lead type
25 fonts of wood type
Collection of engravings and printer’s ornaments

GALLEY RENTAL

You can rent a galley from the letterpress supervisor on duty for a two-week period at no additional cost. If you need to extend the rental period, check in with the supervisor for an extension. An example of the galley rental form is shown below:

GALLEY RENTAL FORM	
Name:
Email:
Galley Start Date:
Galley Due Date:
Extended:	Y / N
<i>I understand that it's my responsibility to distribute any type that I use and store in this galley, and will do so by the Galley Due Date listed above.</i>	
Signature:
Letterpress Studio Supervisor:

THE WEMAKE SCREEN PRINTING STUDIO

The WeMake Screen Printing Studio is a lively place to learn and develop your screen printing skills. The cost of consumables such as ink, emulsion, and the necessary chemicals to reclaim screens is all included in the Studio Membership. Please note we do not allow the use of plastisol in the studio.

EQUIPMENT:

Exposure Unit | max screen size is 23" x 31"

Wash out booth

Dark drying cabinet

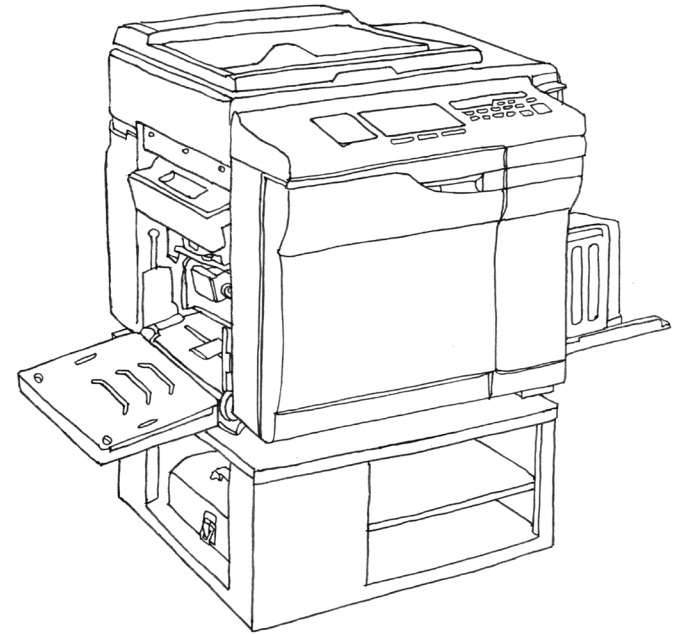
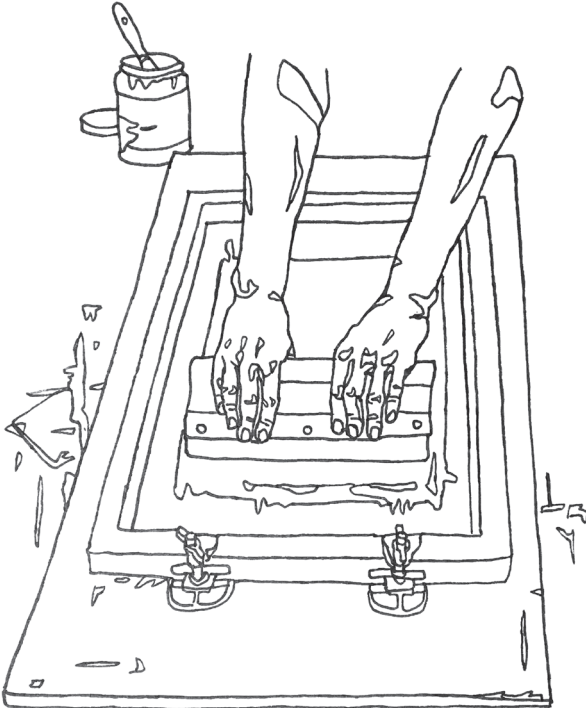
Print boards

A variety of squeegees & screen coaters

Emulsion and inks

SCREEN RENTAL

Studio Members can rent screens at no additional cost by checking in with the screen printing supervisor on duty. The screen rental period is two weeks.



IPRC RISOGRAPH STUDIO

Risograph (or “riso”) printing is an increasingly popular way to make multi-layer zines, posters, and ephemera. These machines print one color at-a-time and are great for experimenting with overprinting and multi-color layering.

PRINTERS

GR3770 + RP 3700 Risograph Duplicators

Max paper size: 11" x 17"

DRUM COLORS

Coral, Black, Purple, Medium Blue, Green, Hunter Green, Bright Red, Burgundy, Teal, Brown, Yellow, Fluorescent Pink, Fluorescent Orange, Melon, Light Gray, Cornflower, Indigo, Mint, Sea Foam, Violet, Bubblegum

RATES

\$ 1.00/master

\$ 0.15/print (normal coverage)

\$ 0.10/print (light coverage)

Education

We strive to offer a range of educational opportunities for IPRC members of all skill levels. These offerings are also a great way to meet other IPRC makers and inspire new ideas for future projects.



LEARN MAKE SHARE (LMS)

Our Learn, Make, Share series offers introductory, hands-on demos on a variety of the tools in our Print & Publishing Tool Library including our button makers, spiral and coil binders, stack cutters, staplers and photocopiers. These hour-long skill-shares are designed to introduce new & existing members to the resources available in the studios at the IPRC. Come take a tour, pick up new member materials, and learn a skill! Free for members, sliding scale for nonmembers. See our website for current offerings.

PRINTMAKING & STUDIO WORKSHOPS

We offer a range of studio workshops, including monthly Introductions to all three print studios: Intro to Risograph Printing, Intro to Screen Printing, and Intro to Letterpress. Other studio workshops vary from month to month but include Graphic Design, Bookarts & Book Binding, Relief Printing, and Paper Marbling.

CREATIVE WRITING

In addition to the Portfolio Program the IPRC offers occasional creative writing & creative expression workshops both in the classroom space and online.

INDIVIDUAL INSTRUCTION

Printmaking workshops will be scheduled as individual instruction for the duration of the pandemic. For ongoing Individual Instruction, see our website for current rates and details.

THE PORTFOLIO PROGRAM

Formerly known as the Certificate Program, the Portfolio Program is a yearlong course of study that combines creative writing workshops with hands-on experience in the IPRC's print studios. Working in small cohorts over the course of three 12 week terms, students create a portfolio of creative writing, 1-3 broadsides, print ephemera, book forms, zines, and art books. To showcase works in progress, students are invited to share during quarterly readings & open studios.

The program currently offers four areas of focus:

- **PROSE**
- **POETRY**
- **ART BOOK**
- **COMICS/GRAPHIC NOVELS**

The Portfolio Program accepts applications in the month of July & runs from September through June. See our website for additional information and application requirements.

Independent Publishing Resource Center

318 SE Main St.
Suite 155 & 145
Portland, OR 97214
(503) 827.0249

www.iprc.org

Open Hours:

Monday: 12-6pm
Tuesday: 12-9pm
Wednesday: 6-9pm
Thursday: 12-9pm
Friday-Saturday: 12-6pm
Closed Sunday

Visit www.iprc.as.me to
schedule an appointment



@iprc



@iprc_pdx



Independent Publishing
Resource Center

Illustrations by Taylor Wallau
Photos by Anthony Wylen & Darius Kuzmickas
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