

The full and complete set of documents which together forms the constitution of Designer Bookbinders is listed in contents below. The Instrument and Articles of Conduct is the core of that constitution and is complemented by 6 appendices which outline the manner in which DB has chosen to operate various activities. Only the Instrument and Articles of Conduct and Fellows and Licentiates Pack are printed in the Members' Handbook. The complete set of constitution documents will be found on the Designer Bookbinders website. For those without computer access a printed copy can be requested from the Secretary.

**Contents:****Instrument and Articles of Conduct**

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(Note that all the following constituent documents were last revised September 2021 and are so dated)

## **1. Name of the Society**

The Society shall be called DESIGNER BOOKBINDERS, hereinafter referred to as 'the Society'.

## **2. Objects of the Society**

The objects of the Society shall be:

- (i) the preservation and improvement of the art, design and craft of contemporary bookbinding through the encouragement, exercise and maintenance of standards, and
- (ii) promotion of public interest in the art, design and craft of contemporary bookbinding.

In furtherance of the declared objects the Society shall have the following powers:

- (a) to organise and promote public exhibition of contemporary bookbinding;
- (b) to organise public seminars and classes on aspects pertaining to the art, design and craft of contemporary bookbinding;
- (c) to sponsor and organise a bookbinding competition open to all UK residents except for Fellows of the Society, and to give awards and prizes accordingly;
- (d) to print and publish such books, pamphlets, leaflets, reviews and other materials as shall be necessary;
- (e) to organise and/or partake in other events deemed to be in pursuance of the objects of the Society and so agreed by the Executive Committee of the time.

Subject always that no activity of the Society should favourably advantage some part of a membership category over others in that same category.

## **3. Composition of the Society**

The Society shall consist of FELLOWS, LICENTIATES, ASSOCIATES, HONORARY FELLOWS and CORPORATE MEMBERS subject to the articles hereby formulated.

## **4. Membership Categories**

Definition of membership categories:

### **(a) FELLOWS:**

These shall be practising bookbinders who will actively support the objects of the Society and make available for exhibition purposes bindings and/or related work. FELLOWS shall have previously applied for and been accepted as of Licentiate status. FELLOWS shall be British born or permanently resident, or have practised in the United Kingdom for at least five years and be resident at the time of application.

### **(b) LICENTIATES:**

These shall be practising bookbinders who will actively support the objects of the Society and declare an intention to seek election to Fellow within a period of up to seven years.

LICENTIATES shall be British born or permanently resident, or have practised in the United Kingdom for at least three years and be resident at the time of application. The work of LICENTIATES might qualify for exhibition subject to the terms of Articles 8(c), 8(d), 9(b), 9(c) and 11(c).

(c) ASSOCIATES:

These shall be persons interested in bookbinding and who wish to support the objects and work of the Society other than as practising members. ASSOCIATE shall be a courtesy title and not signify or imply a practising status or qualification, or be used as such.

(d) HONORARY FELLOWS:

These shall be persons who have rendered singular service to bookbinding and/or the Society. A Fellow or Licentiate may also be an Honorary Fellow.

(e) PAST FELLOWS:

These shall be persons who have been of Fellowship status but are no longer so because they have stepped down or are deceased.

(f) CORPORATE MEMBERS:

These shall be Libraries, Institutions and Businesses interested in bookbinding and who wish to support the objects and work of the Society.

## 5. Election to membership of the Society

(a) FELLOWS:

Applicants must have previously applied for and been accepted as a Licentiate. On election to Licentiate the applicant will be required to state their choice between two routes available to proceed towards Fellowship.

### Route 1 (One-off assessment)

Once Licentiateship is gained the candidate can apply for Fellowship at any suitable meeting within a five-year period. Applicants shall submit, at their own expense and risk, a minimum of three bindings designed and executed by themselves within the last three years. If at the end of this period the candidate does not wish to apply for Fellowship, or is not accepted, they may be granted a further two-year period which may start immediately or be held over until a later date.

### Route 2 (Staged assessment with final submission)

The Licentiate indicates that they will apply for Fellowship at the end of a five-year period during which they will be expected to submit, at their own expense and risk, a minimum of five bindings. Three of the bindings may be submitted within the five-year period and will be expected to show a progression towards Fellowship standard though not necessarily be of that standard. A minimum of two bindings will form the final submission and must be of Fellowship standard for the application to succeed. The final submission will also include written and photographic evidence of all previously submitted bindings. If at the end of the five-year period the candidate does not wish to apply for Fellowship, or is not accepted, they may be granted a further two-year period which may start immediately or be held over until a later date. In such cases the final submission must be of three bindings as for route 1.

Whether opting for route 1 or 2 the following shall apply:

Submitted bindings shall be supported by visual evidence (i.e. designs and/or photographs) and accompanied by a completed application form. Applications shall be considered by a meeting of

the Fellows. A successful application shall require a two-thirds majority of those present and voting and shall also require that the total number of votes cast equals or exceeds the number required for a quorum. A quorum shall be fifteen. Completed application forms must be received by the Secretary at least four weeks prior to the meeting of the Fellows convened to consider such applications. An applicant may not apply for Fellowship more than three times. Applicants may be required to attend the application meeting(s).

(b) LICENTIATES:

Applicants shall submit, at their own expense and risk, at least two bindings designed and executed by themselves within the last two years. Submitted bindings shall be supported by visual evidence (i.e. designs and/or photographs) and accompanied by a completed application form. Work should display a potential in both craft and design likely to commend a successful applicant as a possible candidate for election to FELLOW within an agreed period of up to seven years. Applications shall be considered by a meeting of FELLOWS which the applicant is required to attend. A successful application shall require a two-thirds majority of those present and voting and shall also require that the total number of votes cast equals or exceeds the number required for a quorum. A quorum shall be fifteen. Completed application forms must be received by the Secretary at least four weeks prior to the meeting of FELLOWS convened to consider such applications. Potential applicants will be provided with a "Fellows and Licentiates Pack" which will outline the benefits and responsibilities of those categories of membership. Successful applicants will be required to indicate their preferred route of progression towards Fellowship.

(c) ASSOCIATES:

Applications shall be made on the appropriate form for approval by the Executive Committee. Applicants for all categories should be asked in what way they might show their support for the Society such as in providing skills, attendance at meetings, participating in activities of the Society, acting as an Officer or in another role, etc.

(d) HONORARY FELLOWS:

Such membership shall be a gift of the Society on the basis of a proposal made to a meeting of the Fellows and subsequently approved by an Applications Meeting of the Fellows. Further notes regarding various categories of membership are to be found in the Fellows and Licentiates pack, appendix 1.

## 6. Office and election of President

(a) The office of President shall be honorary. The President shall normally, but not necessarily, act as Chairman of the Society and of its Executive Committee. Where the President is temporarily unable to act as Chairman they shall appoint another Fellow to act on their behalf. Should they not wish to act as Chairman throughout their term of office this shall be made clear prior to election and they shall have selected another Fellow who will act as Chairman alongside them and will be an existing member of the Executive Committee. In such a case the President will nevertheless be required to attend meetings.

(b) A President shall be elected from and by the Fellows of the Society for a two-year term of office. A President shall be eligible to stand for a second term but shall serve no more than two consecutive terms at any one time. (Subject to article 7(c).)

(c) Candidates for President shall circulate to the Fellows at least 21 days prior to the date of an election a written manifesto of their aims for the Society during their expected term of office.

The role of the President is to ensure that the aims and workings of the Society, as outlined in the Instrument and Articles of Conduct, are upheld. They should act with the best interests of the Society in mind to promote the Society and its aims and should offer in their manifesto an outline of their programme to do so. They may nominate and undertake, should they wish to do so, one specific project which may be supported from the general funds of the Society up to a maximum which will be decided by the Executive Committee at the time, provided that the project falls within the criteria outlined in the Instrument and Articles of Conduct. The President shall hold the pastoral role within the Society and be the final arbiter within the Society.

(d) An election of a President shall be conducted one year prior to the expected termination of the period in office of a serving incumbent.

(e) The nomination and election of President shall be as outlined in appendix 2. A record shall be kept of all nominations and elections in the Society's Minutes Book.

(f) To ensure continuity a President-elect will be expected to attend meetings of the Executive Committee in the year prior to their term of office.

(g) Fellows and Licentiates will be expected to loyally and actively support the President and the aims of the Society. Fellows will be expected to deputise for the President if called upon to do so for a particular reason or in an emergency.

(h) A President shall normally be responsible for checking the contents and accuracy of the Minutes of meetings of the Society which they have attended prior to their appropriate distribution or publication. A Fellow deputising for the President when the President is not in attendance shall declare the accuracy of the relevant Minutes when forwarding them to the President.

## **7. The Executive Committee**

(a) The Executive Committee shall be composed of the President and eight others who shall be elected from and by the Fellows, Licentiates and Associates of the Society for a two-year term of office and for additional terms without restriction. Excluding the President, four seats on the Executive Committee shall be filled by Fellows of the Society and four seats filled by Associates and Licentiates, with a minimum of one Associate and one Licentiate, and two others from the membership at the time of election. A quorum shall be five, provided that the number of Fellows is not less than half those present. The President shall hold a casting vote.

(b) The nomination and electoral procedure for members of the Executive Committee shall be as outlined in appendix 3. A record shall be kept of all nominations and elections in the Society's Minutes Book.

(c) The Executive Committee shall hold office for a two-year term. Incumbent members of the Committee may stand for re-election without limit. To ensure continuity the elections for the Executive Committee and for the President will take place in alternate years. Should this schedule be broken by the premature stepping down of a President then the replacement President will be regarded as finishing their term of office at the same date as the person he is replacing. In such a case the replacement President may run for three consecutive terms of office provided that the total of such terms does not exceed five years. An interim election may be held to replace a committee member who steps down during their period of office but is not required for the change of status of a member (e.g. election to Fellowship or Licentiateship or lapsing of Licentiateship).

(d) The Executive Committee shall hold no fewer than two ordinary meetings each year. A special meeting of the Executive Committee may be called by the President upon not less than fourteen days' notice being given to its members. The Executive Committee shall be charged with all the executive business of the Society. Ongoing executive decisions shall be taken and implemented by the President with the authority of the Executive Committee and in relation to the policy commitments outlined in their manifesto. Should it be deemed necessary or desirable, the authority of the Executive Committee may be sought on a specific issue by electronic means. In such cases communications should be circulated via the Secretary in such a way that it is obvious that each and every member of the Executive is being consulted and is able to read the responses of each and every other member. Such communication and any decision resulting therefrom should be entered into the Minutes Book of the Society and confirmed by the next meeting of the Executive Committee.

(e) The Executive Committee shall be responsible for ensuring that the programme of events suggested by meetings of the Fellows are viable in terms of the manpower and finances available to undertake them. The Executive Committee is also responsible for ensuring that the ongoing activities of the Society are run efficiently and remain viable.

(f) The Executive Committee may engage such persons as they deem necessary to ensure that the Society's business is carried out in a proper and efficient manner. (Currently these are the Secretary, Treasurer, Journal Team, Newsletter Team, Web Team, Competitions Teams, Publicity and Events Manager, Education Team, Exhibition Team, and Lecture Team.) The Executive Committee is empowered to identify certain persons who provide crucial services to the Society and to recognise that input with payments of honoraria, which are to be reviewed on a regular basis.

(g) No member of the Executive Committee shall receive remuneration for services rendered to the Society, or be interested in the supply of work and goods at cost to the Society, without first providing the Executive Committee with a written quotation for those services, work or goods. Any such service must be provided in a professional capacity which that member holds outside of their normal involvement with the Society.

(h) The Executive Committee may appoint acting officers if necessary, appoint subcommittees, and co-opt or seek specialist advice should the Society business so require. The Executive Committee may vote reasonable expenses from time to time towards special services.

(i) Acting on the advice of a two-thirds majority of the Fellows, the Executive may, by a majority vote, terminate the membership of any individual who is deemed not to be engaging with the Society, provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

(j) The members of the Executive Committee shall act as the Trustees of the Society. They shall be protected from any personal financial liability by suitable insurance taken out by the Society.

## **8. Exhibition Committee**

Exhibiting Members are the Fellows and Licentiates of the Society.

(a) An ad hoc Exhibition Committee shall be appointed by the Fellows and ratified by the Executive Committee prior to each exhibition organised or participated in by the Society. An Exhibition Committee shall be composed of three Fellows. Additional Fellows, Licentiates, Associates, or Honorary Fellows may be appointed to an Exhibition Committee should the Fellows or Executive Committee consider this to be necessary or desirable.

(b) An Exhibition Committee should, in the first instance, consult the Exhibition Advisory Documents (Appendix 4) and satisfy themselves that a potential exhibition project will meet the criteria therein and be financially viable. It should then report to the Executive Committee, with costings to be ratified, and only then be charged with proceeding with the project. The Exhibition Committee should thereafter report financial matters to the Executive and other matters to the Professional Meetings of Fellows and Licentiates, with the Executive Committee holding the overall responsibility.

(c) An Exhibition Committee shall be charged with the mounting and dismantling of an exhibition in its entirety or with the packing and dispatch of an exhibition if at distance or overseas. An Exhibition Committee shall exercise powers of selection, subject to the right that a Fellow who is a recipient of a rejection decision may submit an alternative work for consideration by the Exhibition Committee. A similar allowance could also be granted to a Licentiate at the discretion of the Exhibition Committee.

(d) In the event of a potential venue proving to be too small to accommodate an exhibition of the full practising membership, a ballot shall be conducted under the adjudication of the President in order to allocate the space available. Fellows and/or Licentiates eliminated by ballot shall qualify for precedence at any future venue with similar restrictions.

(e) An Exhibition Committee may receive and consider recommendations from the Fellows regarding the possible exhibition by invitation of the work of persons other than Fellows or Licentiates of the Society.

## **9. Finances**

(a) Annual subscriptions shall become due on the 1st April and be at a rate recommended by the Executive Committee.

(b) There shall be charged commission on sales arising directly from exhibitions of the Society and on bookbinding or design commissions handled through the Executive Committee. The rate of commission shall be at 20% or as shall be determined from time to time by the Executive Committee. (See appendix 5).

(c) Insurance of exhibits in the Society's exhibitions may be charged to exhibitors at the discretion of the Executive Committee.

(d) The bankers to the Society shall be at the convenience of the Treasurer. Monies shall be handled through accounts in the name of DESIGNER BOOKBINDERS. The accounts shall be operated by the Treasurer and Secretary at the discretion of the Executive Committee.

## **10. Meetings of the Society**

(a) Annual General Meetings:  
Annual General Meetings shall be held in the Spring of each year on a date decided by the Executive Committee. A quorum shall be deemed to exist if one-third of the Fellows are present.

(b) Extraordinary General Meetings:  
Extraordinary General Meetings shall be called by the Executive Committee on receipt of a written request being signed by a clear majority of Fellows and one-twentieth of the remaining membership.

(c) Other General Meetings:  
Other General Meetings of the Society may be arranged at the discretion of the Executive Committee.

(d) Professional Meetings:

Professional Meetings of the Fellows and Licentiates shall be held at least twice a year and be charged with discussing the general direction of the Society and with generating ideas for the promotion of the activities of the Society. Recommendations will be forwarded to the Executive Committee who will then report back as to their viability (see 7(e)) prior to such proposals being adopted. Voting shall be by simple majority of those present (quorum 9) with the President holding a casting vote.

An Applications Meeting, consisting of Fellows only, shall be held once a year to consider applications for Fellowship, Licentiateship and Honorary Fellowship (quorum 15). Applications are made and accepted or rejected as outlined in the Fellows and Licentiates Pack which is appendix 1 to the Instrument and Articles of Conduct.

Additional Professional Meetings of the Fellows and/or Licentiates of the Society may be arranged at the discretion of the Executive Committee.

(e) Motion of Dissent:

Any decision taken by the President and/or the Officers of the Society that could be considered detrimental to the Society and/or its aims may be challenged at an Annual General Meeting, or an Extraordinary General Meeting convened for the purpose, under the terms of Articles 10(a) or 10(b), 11(a) and 11(d).

## 11. Voting

(a) General Meetings:

With the exception of the Articles 7a and 12, voting at General Meetings of the Society shall be confined to Fellows and elected members of the Executive Committee, with the additional exception that all members, regardless of category, shall have the right to vote on the adoption of the Annual Accounts.

(b) Executive Committee:

All elected members of the Executive Committee shall have equal voting rights.

(c) Exhibition Committees:

The powers of selection invested in the Exhibition Committees by Article 8(c) shall be operated solely by the Fellows serving on the committee, and their decision shall be final.

(d) Casting Vote:

Apart from the exception provided by Articles 4a, 4b, 11c, 12 and 13, voting at meeting of the Society shall be on the basis of a clear majority with the President/Chairman exercising a casting vote if necessary.

## 12. Dissolution of the Society

The Society may be dissolved by a two-thirds majority of those present and voting at a special General Meeting convened for the purpose of which twenty-one days' notice shall have been given. Such resolution may give instructions for the disposal of any assets held by or in the name

of the Society, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Society but shall be transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Society as the Society may, with the approval of the Charity Commissioners or other authority having charitable jurisdiction, determine.

### **13. Alterations**

Subject to the provisions of Article 11(a), alterations to the Instrument and Articles of Conduct shall receive the assent of two-thirds of the Fellows and members of the Executive Committee present and voting at an Annual General Meeting or a Special General Meeting. A resolution for the alteration of the Instrument and Articles of Conduct must be received by the Secretary of the Society at least twenty-one days before the meeting at which the resolution is to be brought forward. At least fourteen days' notice of such a meeting must be given by the Society to the membership and must include details of the alterations proposed. Provided that no alteration to clauses 2 (Objects of the Society), 12 (Dissolution of the Society) or 13 (Alterations) shall take effect until the approval in writing of the Charity Commissioners, or other authority having charitable jurisdiction, shall have been obtained, and no alteration shall be made which would have the effect of causing the Society to cease to be a charity at law.

#### Appendices

A1 Fellows and Licentiates Pack

A2 Electoral procedures President

A3 Electoral procedures Executive Committee

A4 Exhibition Pack (Currently 11 documents prefixed DBEP)

A5 Commission on Sales Policy

A6 Electoral procedures Honorary Fellows

## Appendix 1 FELLOWS AND LICENTIATES PACK

### Licentiateship

*Who can apply?*

See Article 4b which states:

Licentiates shall be practising bookbinders who will actively support the objects of the Society and declare an intention to seek election to Fellowship within a period of up to seven years.

Licentiates shall be British born or permanently resident, or have practised in the United Kingdom for at least three years and be resident at the time of application.

*How and when to apply.*

1. Talk to others first. Show your work to, and seek the advice of, Fellows whenever possible; ask advice after the Bookbinding Competition, ring Fellows up, at lectures, etc.
2. Applications Meetings are normally held in February. You will need to fill in and submit the enclosed form at least 4 weeks in advance of that meeting.
3. The application form is included with this pack.

*What you will need.*

1. A minimum of two bindings representative of your work. It is best not to bring work if you are doubtful; self criticism/selection is seen as a requisite to maintaining standards.
2. Back-up material relevant to the bindings e.g. sketch books, sources of inspiration, and any other reference material you wish to include to support your application, including work in progress.
3. CV.
4. Yourself.
5. Anything else you regard as relevant to your application.

*Procedure on the day.*

1. You will be notified where and when to attend. You can ask a colleague to be with you if you wish.
2. You will be asked to set out work. Your colleague can help; the Fellows will help if you wish.
3. You are asked to withdraw to give the Fellows an opportunity to inspect work and discuss amongst themselves.
4. You are asked to return to talk about your work and answer any questions that might have arisen. This is informal and is intended to put the applicant at ease. You might be asked if you have a preference for mentors but these are chosen for you.
5. You again withdraw while the vote takes place and mentors are discussed.
6. You return to take your work away.

*What happens next?*

1. You will receive a phone call, letter or email from the President to advise you of the outcome. You will be advised of the reasons for the decision if the application is not successful.
2. If successful you will be advised of two mentors who have been chosen for you. Mentors are chosen on the basis of their abilities in an area where you might have weaknesses, for a particular speciality which you might wish to develop and/or for geographical convenience. However you can request to change and you are free to approach any other Fellow for help or advice.

3. You will need to choose which option to take for progression to Fellowship and advise the President and Secretary of that choice within 6 months. (See details under Application for Fellowship below.)

#### *Your obligations and entitlements as a Licentiate.*

1. You are expected to attend meetings, and to involve yourself in the Society. Meetings are an opportunity to get involved with the Society and meet Fellows, while being involved with the Society's activities prepares you for Fellowship responsibilities. In particular, helping with exhibitions is an excellent opportunity to handle books and see the standard of work expected for Fellowship.
2. You can expect to be informed of current activities in which you might wish to become involved.
3. You should endeavour to make full use of the mentoring system; it is there to help you, so talk to your mentors. It is normally expected that you will instigate meetings but the amount of contact is at your discretion. You can of course talk to any Fellow who you feel can help you.
4. You are expected to enter the Bookbinding Competition. This gives an opportunity to hone your skills and for your work to be seen and compared with that of your contemporaries while supporting the Society in its endeavours to encourage new talent.
5. You are entitled to exhibit with the Society (subject to certain space limitations, priorities and selection processes as outlined in Article 8), to an entry on the website and to submit work to the recent bindings section in The New Bookbinder. You may also be asked to submit other online and/or printed content.
6. You are expected to work towards your Fellowship.
7. You undertake to support the Society and its members in word and in deed. You are entitled to equal support from the Society and its members.
8. If you elect to take Route 2 towards Fellowship it will be your responsibility to keep the record of your progress and submissions. This will be signed by the President and another Fellow after each submission. Photographic records of bindings that will not be available at the time of your final application should be kept. Should this record not be available at the time of your final submission then you will have to submit as for Route 1.

NOTE. It will be assumed that you intend to take Route 1 towards Fellowship unless or until you indicate otherwise. In practice this would mean that you could opt to take Route 2 at any time until the 4<sup>th</sup> year of your Licentiateship as the applications meeting of that year would be the last opportunity at which to submit work for a staged assessment.

9. Note also that when applying for Fellowship you will need to have demonstrated a commitment to the Society by engaging with the mentoring system, entering the competition, helping at exhibitions, attending meetings, joining in events etc. You should keep a written record (Competition Entry Listings, Minutes of Meetings showing your attendance, a signed register of meetings with your mentor etc.).

### **Fellowship**

#### *Who can apply?*

See Article 4a that states:

Fellows shall be practising bookbinders who will actively support the objects of the Society and make available for exhibition purposes bindings and/or related work. Fellows shall have previously applied for and been accepted as of Licentiate status. Fellows shall be British born or permanently resident, or have practised in the United Kingdom for at least five years and be resident at the time of application.

It should also be noted that (see Article 5a) an applicant may not apply for Fellowship more than three times.

While there is an undertaking when applying for Licentiatehip that you intended to apply for Fellowship within a period totalling 7 years it is recognised that circumstances may dictate that the time elapse is greater.

#### *How and when to apply.*

1. Talk to others first. It is particularly important to seek the advice of your mentors, but show your work to, and seek the advice of, other Fellows whenever possible; ask after Competition, ring Fellows up, at lectures etc.
2. Applications Meetings are normally held in February. You will need to fill in and submit the enclosed form at least 4 weeks in advance of that meeting.
3. The application form is included with this pack.

#### *What you will need.*

This will depend on which route you have chosen to follow. The options are:

##### Route 1 (One off assessment)

Once Licentiatehip is gained the candidate can apply for Fellowship at any suitable meeting within a five year period. Applicants shall submit, at their own expense and risk, a minimum of three bindings designed and executed by themselves within the last three years. If at the end of this period the candidate does not wish to apply for Fellowship, or is not accepted, a further two year period may be granted which may start immediately or be held over until a later date.

##### Route 2 (Staged assessment with final submission)

The Licentiate should indicate that they will apply for Fellowship at the end of a five year period during which they will be expected to submit at their own expense and risk a minimum of five books. Three of the books may be submitted within the five year period and will be expected to show a progression towards Fellowship standard though not necessarily be of that standard. A minimum of two books will form the final submission and must be of Fellowship standard for the application to succeed. The final submission will also include written and photographic evidence of all previously submitted books. If at the end of the five year period the candidate does not wish to apply for Fellowship, or is not accepted, they may be granted a further two year period which may start immediately or be held over until a later date. In such cases the final submission must be of three bindings as for route 1.

For Route 1 you will need:

1. A minimum of three bindings representative of your work. It is best not to bring work if you are doubtful; self criticism/selection is seen as a requisite to maintaining standards.
2. Back up material relevant to the bindings e.g. sketch books, sources of inspiration.
3. Your dossier recording engagement with the Society during your Licentiatehip.
4. CV.
5. Yourself.
6. Anything else you regard as relevant to your application.

For Route 2 stage assessment you will need:

1. A binding (or bindings) representative of your work. It is best not to bring work if you are doubtful; self criticism/selection is seen as a requisite to maintaining standards.
2. Your record book and photographic record of previous staged assessments.

3. Back up material relevant to the bindings e.g. sketch books, sources of inspiration.
3. Your dossier recording engagement with the Society during your Licentiate-ship.
4. CV.
5. Yourself.
6. Anything else you regard as relevant to your application.

For Route 2 final assessment you will need:

1. Two bindings representative of your work. It is best not to bring work if you are doubtful; self-criticism/selection is seen as a requisite to maintaining standards.
2. Your record book and photographic record of staged assessments.
3. Back up material relevant to the bindings e.g. sketch books, sources of inspiration.
4. CV.
5. Yourself.
6. Anything else you regard as relevant to your application.

NOTE. A failed Route 1 application for Fellowship that has been submitted early, that is prior to the 5<sup>th</sup> year of Licentiate-ship, may be regarded and reassessed as a Route 2 staged application. If successful at this level then the applicant would continue by submitting as for Route 2 and would need to keep the records appropriate to that Route.

#### *Procedure on the day.*

This is similar to that for Licentiate-ship, the exception being at stage 4. As it is expected that you and your work will be familiar to the Fellows you may not be asked in for discussion. However you should make yourself available on the day to answer any questions that the Fellows may wish to put. Whether or not you are asked should not be taken as an indication of success or failure. If the assessment is an interim stage on route 2 then you will be invited into the meeting. You may also elect to address the meeting if you wish.

#### *What happens then?*

You will receive a 'phone call, letter or email from the President. If the application fails you will be advised of the reasons and may be given an extension to reapply (if not already used).

#### *Your entitlements and obligations.*

1. Fellowship recognises that you have reached the highest level as a practitioner of the craft of Design Binding. This recognition is granted by your peers and is further recognised throughout the world.
2. You will receive a Certificate of Fellowship.
3. You are entitled and expected to submit work to exhibitions, to the DB Website and to The New Bookbinder and to other online and/or printed publications.
4. You are expected to be and remain active within the Society, to attend meetings and to serve on committees.
5. You should be available to talk to Licentiatees and also to undertake the mentorship role if asked.
6. You can accept a nomination as a candidate for the presidency. You may be called upon to deputise for the president. You may be asked to serve as president.
7. You are entitled to equal support from the Society and its members. You should support the Society in word as well as deed.
8. You are expected to behave professionally and to charge prices that do not undermine others.
9. Fellowship is for life or until you feel that you are unable to support the Society and meet your obligations within it. Should you resign or allow your membership to lapse, and then wish to renew your involvement and status with DB, you will be asked to re-apply and submit two (or three)

bindings to an applications meeting. In exceptional circumstances those thought not to be fulfilling their obligations within the Society may be asked to step down.

### **Mentors**

1. Mentors are seen as the primary link between the Licentiate and DB so mentors should try and keep in touch with their Licentiates. Mentors should advise the President if a Licentiate is failing to make contact in case there is an underlying problem.
2. Their aim should be to help the Licentiate fulfil their potential; this doesn't necessarily mean providing finite solutions.
3. They have the responsibility of knowing/understanding a Licentiate's work so they can represent the Licentiate during confidential discussions with Fellows prior to voting.
4. They should take some responsibility for letting Licentiates know that they can be involved in forthcoming exhibitions, ABA etc.

### **Additional notes**

Binders invigilating at DB shows that are primarily for their benefit may not claim travel/accommodation expenses as the binder can legitimately claim expenses against their tax. Equally, travel/accommodation expenses should not be allowable for attendance at Fellows & Licentiates meetings, which was part of binders' commitment to DB. However, for attendance at business meetings of the Society, (e.g. Executive Committee meetings) travel expenses should be paid. Ad hoc working parties set up for specific projects must have a budget set beforehand so that any expenses can be covered. Any expenses should be kept to a minimum, for instance by advance booking of tickets and accommodation.

There is a separate information sheet (DB's policy regarding Commission on Sales) that gives some guidelines to pricing and explains the system DB uses for dealing with sales through DB exhibitions.

Application forms for Licentiateship and Fellowship are available from the Secretary.

### **Notes re binders, bindings, selection and selectors for exhibition:**

The exhibiting members of the Society are the elected Fellows and Licentiates of the society. From time to time other binders may be invited to exhibit with the society but care should be taken that this does not imply a parity of status, particularly by offering repeat invitations.

Selection of bindings for an exhibition is made by the Fellows of the relevant Exhibition Committee. From time to time others may be invited to curate including selection but this should be pre-advised and parameters notified and agreed before an exhibition proceeds.

Fees may be required from binders in order to participate in particular exhibitions. These are increasingly required to offset the cost of showing in particular venues or events. DB should be wary when agreeing participation fees that some potential exhibitors may be excluded on grounds of cost. Participation fees should therefore only be applied after full discussion and agreement, at a Fellows meeting, that an exhibition is warranted despite the possibility that it might exclude some exhibiting members.

If a binder is excluded from an exhibition on grounds of cost then equality should be rectified by offering preference in subsequent exhibitions.

If a binding is selected out from an exhibition then all care should be taken to make it possible for a second binding to be offered. If time does not allow, or is unlikely to allow for this, then this should be made clear and agreed between the exhibition members at the initial stages and before an exhibition proposal proceeds.

## **Appendix 2**

### **Electoral Procedure for the President of Designer Bookbinders**

Note that Elections for President are held a year prior to that in which the new President will take office. The role of the President and the timing, duration, frequency and number of terms of office that a President may hold are set out in the Instrument and Articles of Conduct.

A Notice of Nominations of President will be circulated by the Secretary to the Fellows at the beginning of January of the year in which a new President-elect is required.

A cut-off date for Nominations will be set by the Secretary to be no less than three weeks from the sending of the Notice.

All nominations must be proposed and seconded from the Fellowship and be accepted by the person being nominated.

Nominees will be required to submit a written manifesto by this date.

An incumbent President wishing to stand for a second term of office must similarly be nominated, seconded, and must submit a manifesto.

Nominations, together with a note of the proposer and seconder, and manifestos will be circulated to the Fellowship on their receipt.

An e-bulletin will be issued one week before the close of nominations. This will list nominations to that date and warn of the imminent closure of nominations.

If there is more than one nomination for Presidency a ballot of Fellows will take place shortly after the cut-off date. If there is only one nomination that person shall become President as if elected.

The Secretary may use whatever means of communication is deemed most appropriate to reach all the Fellowship within the given timescale.

A written record of all nominations, manifestos and election outcomes will be entered in the Society's records.

### **Appendix 3 Electoral Procedure for the Executive Committee of Designer Bookbinders**

The role and composition of the Executive Committee and the timing, duration, frequency and number of terms of office that an individual member may hold are set out in the Instrument and Articles of Conduct.

A Notice of Election for the Executive Committee will be circulated by the Secretary to the full membership of the Society in the Autumn Newsletter of the year preceding that in which a new Committee is required.

A cut-off date for nominations will be that of the Executive Committee Meeting held towards the end of the January of the year in which the new Committee is required.

All nominations must be proposed and seconded from the membership and be accepted by the person being nominated.

Nominees will be required to submit a document, outlining their suitability for the post, by this date.

An incumbent Committee member wishing to stand for another term must similarly be nominated, seconded and submit a document.

An e-bulletin will be issued one week before the close of nominations. This will list nominations to that date and warn of the imminent closure of nominations.

Following the closing date, all nominations (together with a note of the proposer and seconder) and documents will be circulated to the membership with the Spring Newsletter.

If there are more nominations than vacancies a ballot of the membership will take place by sending out ballot papers in the Spring Newsletter. If no such ballot is required then nominees will be accepted onto the Executive Committee as if elected.

Election results are announced at the AGM.

The Secretary may use whatever means of communication is deemed most appropriate to reach all the membership within the given time scale. Usually this will be by inserting notices in the Newsletter.

A written record of all nominations, manifestos and election outcomes will be entered in the Society's records.

A draft "Notice of Election for the Executive Committee" follows

The term of service of the present Executive Committee will come to an end at the AGM on (insert date) and nominations are now being invited for the (insert dates) term of office. The Executive Committee is made up of the President and eight other members; four Fellows, one Licentiate, one Associate and two others from the membership. The Executive Committee meets four times a year and meetings are held in London.

The Executive Committee is responsible for ensuring that the activities of Designer Bookbinders run smoothly. Keeping control of exhibitions and activities is a major area of the Committee's work, as well as responsibility for developing the work and services of the Society. The work of

the Executive Committee is central to the success and vitality of Designer Bookbinders, and being part of it is varied and interesting.

**The closing date for nominations is (insert date).** Any member of Designer Bookbinders is entitled to both nominate and stand for election, and should there be a greater number of nominees than seats, ballot papers will be sent out with the Spring Newsletter. The elections will be held in April (insert year).

If you are interested in standing as a member of the Executive Committee and would like further information please contact the Secretary.

Nominations should be sent to: The Secretary at [secretary@designerbookbinders.org.uk](mailto:secretary@designerbookbinders.org.uk)

**Section 1: Organising a Committee and Exhibition Parameters****Exhibition Committee**

1. Exhibition committee should consist of three Fellows, who also form the selection committee. Others can be nominated if desirable (see Instrument and Articles of Conduct).
2. Each committee should have a nominated contact person who will also act as the Society mediator if there are any problems, insurance claims etc.

**Exhibition parameters**

1. Is it worth doing?
2. Establish the purpose of the exhibition, e.g. selling, touring, displaying to a wider public, etc.
3. If there is a theme, address how this will benefit and support the aims of DB.
4. Decide on the participating binders. Will it be just F&Ls or will invited binders be included?
5. Set the deadlines, which should be adhered to unless there are exceptional circumstances to be agreed by the committee.
6. Identify required personnel (refer to Section 2 Exhibition Personnel).
7. Plan a timetable,; allow sufficient time for each task.
8. Will there be a private view? What form will it take, e.g. will it be a small-scale sale to collectors or an exhibition opening? Will it be in the same space as the exhibition?
9. Will the work be available for handling by collectors/public? If so how will it be displayed and supervised?

**Financial responsibilities**

1. Is there a promoter?
2. Identify the relationship between the promoter and DB.
3. Establish and record the division of responsibilities.
4. Be clear whether it is a DB exhibition, shared, or put on by someone else.
- 4a. If for any reason the exhibition does not follow DB's Articles of Conduct, ensure binders are made aware of the process at the outset.
- 4b. If binders other than F&L's are to be included they should be sent a copy of the arrangements at the same time as they are being asked to participate.
5. Create detailed budget and submit to the Executive Committee for approval.
6. Prepare for the unexpected.

## **Appendix 4            DB Exhibition Pack**

### **Section 2: Personnel and their responsibilities**

#### **Exhibition committee**

A minimum of three Fellows.

#### **Administrator**

1. Liaise with the exhibitors and the exhibition committee.
2. Liaise with the Executive Committee.
3. Send out information, collecting and processing the replies.
4. Ensure exhibition details are sent to the website, newsletter, Facebook page and Twitter.

#### **DB contact with venue**

1. Liaise with the committee and the venue.
2. Arrange the setting up and taking down of the exhibition.
3. Organize publicity and any promotional events with the venue.

#### **Setting up and taking down**

1. Two responsible and appropriately trained people to set up and take down (preferably the same two for both)
2. Transport the bindings to and from the venue.
3. If the bindings are not being taken to the venue by the setting-up personnel, the committee must arrange appropriate transport.

#### **Catalogue editor and helpers**

1. Proof-read and edit information from the binders and organize photography of the bindings.
2. Produce price lists and labels.
3. Liaise with the designer and printer, supply them with the edited information and images.
4. Arrange delivery, distribution and sales of catalogues.

#### **Translator**

Translate the catalogue, labels and associated material for exhibitions abroad.

#### **Invigilators**

1. Are they required for security or information?
2. Can they be provided by the venue?
3. Will travel expenses be paid, if so by whom?

#### **Events Manager**

1. Organise lectures and workshops.
2. Appoint tutors and source materials.

#### **Mediator**

1. Should be neutral liaison person between venue, DB and binder to deal with any problems.
2. All matters should be referred to the mediator, e.g. problems with the venue, damage to bindings, sales, insurance claims etc.

**Section 3: Venue assessment (see also supporting documents)****What is the suitability of the venue?****Location and premises**

1. Is there a cost incurred to DB for renting the venue? Is it good value for money?
2. What is the estimated number of visitors?
3. Is there a likelihood of 'passing trade'?
4. Check access to the public, opening times, ease of mobility i.e. lifts, stairs.
5. Is there an entry charge for visitors to the venue?
6. Are there any other events happening at the same time?
7. If so would they benefit our exhibition? Could they present a hazard either from the exhibits (e.g. water or heat) or during setting up and dismantling?
8. Is the building secure?
9. Will the books be within sight of staff?
10. Could the cases be a risk to public?
11. Does the venue require a health and safety assessment? Do they require a formal contract between themselves and DB?
12. Possible risks to bindings from water, light, impact or damage by the public etc.
13. Can we store boxes and packaging securely at the venue?
14. Is there vehicular access for delivering books and cases? How long can cars be left?

**Display cases**

1. Who will supply them, venue or DB?
2. If the venue is supplying the cases, check if they are suitable, do they lock, what lighting do they have, are they stable, environmentally sound, UV protected etc.?
3. If DB cases, check their availability, delivery, are people available to assemble and move them?
4. Check position of cases and whether the floor is flat. Would the cases be stable in all circumstances, e.g. if there was a large group of schoolchildren or a keep fit class next door?
5. Check if sunlight will be a problem.
6. Are sockets nearby?
7. Is artificial light available and suitable? Check whether LED or halogen.

**Staffing**

1. Will invigilators be needed?
2. How many and when and why?
3. Will venue provide any help e.g. with staffing or finances?
4. If so, in what capacity?

**Sales/Promotion**

1. Can they provide any promotion?
2. If so, what?
3. Can we sell from the venue? (See supporting document 3B for further information.)
4. Condition of the sales (see supporting document 3A for further information).
5. Can we put labels in cabinets?
6. Can we supply catalogue/gallery guide?
7. Can we sell catalogues?
8. Who will be liable for insurance?
9. Is public liability provided by venue or DB?
10. How will sales be processed? Does the venue have facilities to take card payments or does DB need to organise? Who will be responsible for transaction fees?
11. Who will provide packaging for the customer e.g. carrier bag?

**Other considerations**

How long will the books be transported and displayed for? (Consider duration of the exhibition and refer back to the supporting documents including guidelines from the V&A and National Preservation Office with regard to lighting.)

**Supporting Activities such as Workshops/Lectures**

1. Are workshops to be offered? (These would need to be subject to availability or anyone wanting to run them.)
2. Will they be free or paid for by the students?
3. Will the Tutor/Lecturer be paid by DB/venue?
4. Will materials be provided (by DB/venue)?
5. Is there a charge for the room?
6. Does venue require anything from us? (e.g. display board, mailing list etc.).

Note: Anyone undertaking a workshop with children needs to be CRB checked.

**Support document 3A****Sales and Insurance Procedures****Sales**

1. Are sales to be arranged by DB, or the venue?
2. For a touring show the arrangements should be standardised between venues.
3. What is the amount of commission? To whom payable?
4. If the venue is taking sales ensure sales arrangements are made prior to the exhibition. Liaise with DB.
5. If it's a selling exhibition will the buyer be able to take a binding away immediately or not until the end of the tour?
6. Is payment to be taken in full? Do we require a deposit? What percentage?
7. When will the binder be paid?
8. Are there any deductions such as postage/storage?
9. Who will provide a card reader and who will pay the fees?
10. Who will provide the packaging for the client to take the binding, i.e. a carrier bag?

**Catalogue and Price list**

1. Is there a catalogue or price list?
2. Is the catalogue for sale?
3. How will visitors be made aware of either?
4. If we cannot sell through the venue, can we indicate by some means that some bindings are for sale?
5. Catalogues, price lists, and labels should be proof-read by third party (who will not be deemed personally liable). Ideally two people should work as a pair to check and sign to confirm proof-reading has been done.
6. Catalogues, price lists, and labels should be double-checked before printing, ensuring photos are the right way up and the price is correct.
7. Check if the selling price seems reasonable (use common sense!)
8. Sales and any mistakes derived from this should be dealt with via the exhibition mediator.
9. Make a list, with the phone numbers, of committee contacts and personnel involved.

**Insurance**

1. Check that binders are aware that DB has a comprehensive insurance policy, but that binders need to be aware that claims will be assessed individually.
2. Instruct the binders that clarification is available in the terms and conditions of the policy held by the Treasurer.
3. DB should be liable to pay the difference if a mistake is made and should be liable for correcting mistakes and be responsible for rectifying any financial loss.

**Please note that the following procedure has been agreed:**

Designer Bookbinders will normally insure exhibits when in their care. Exhibitors should satisfy themselves that the cover is sufficient for their needs, and if not, take out their own insurance. The binder should be particularly aware of this if borrowing back from a collector. The insurance needs of the Society are determined by the Executive Committee and normally operated by the Treasurer.

Those involved with all aspects of setting up and taking down an exhibition are expected to take every care of the exhibits and be aware of the full contents of the DB Exhibition Pack. However if an exhibit is involved in a mishap or is damaged in any way then the following procedure will apply:

Those present should take notes and photographs relevant to the accident.

An appointed member of the exhibition committee should inform the binder ASAP and will be responsible for communication between the binder, Designer Bookbinders, and the insurance company. They must inform the insurance company ASAP and, in agreement with the binder, complete a claim form with details of the damage and the cause. If relevant, the form should include the reason the binding cannot be repaired. Photographs of the damage will be required. There may be further questions from the loss adjuster.

There are 2 types of claim:

Claim for repair.

Exhibitor claims for the cost of repairing the binding. The binding remains the property of the binder to do with as they deem appropriate.

Full claim.

If the binding is deemed irreparable, or a repair would render the binding unsaleable, a claim should be submitted for the full amount. If this is approved the binding then becomes the property of the insurance company, who can dispose of it as they wish (by auction). The binder should be aware that in this case they will lose control over the future of their binding. Alternatively the binder might be offered and accept a lower amount and keep the binding.

Note that should any claim become difficult to resolve it should be referred back to the Exhibition Mediator (see appendix 4 Section 2) to refer on to the Executive Committee, with the President being the final arbiter on behalf of DB.

**Support document 3B**

**Promotion**

1. Is promotion provided by DB, venue or both?
2. What can the venue offer? Do they have a website, what's-on listing or use the local press? Does the venue have personnel responsible for promotion?
3. How far in advance will information be needed to print publications/posters/fliers?
4. How much time will be needed for distribution and display of posters?
5. Who will be responsible for this?
6. Ensure information goes to the DB website and the Newsletter, Facebook and Twitter as well as the venue's website and mailing list.
7. Prepare publicity pack (DB handouts, newspaper cutting, reviews, Catalogues/Newsletters/TNB, check what venues want).
8. Draw up an advertising list including other societies, local radio, local publications' art listings.
9. Catalogue : Is a catalogue required? Is it to be sold? How is it funded? Will it help DB advertising? (Look into other options.)
10. General mailing list from guest book: Check both DB and venue's PV guest list, does it have to be RSVP?
11. DB copyright policy allows photographing for personal use only. Check venue's policy with regards to any conflict.
12. Check through the mailing list and delete/update where necessary.

Support document 3C

Environment Guidelines

***It will be necessary to visit and inspect a proposed venue to ensure that satisfactory protective measures are in place or can be provided.***

National Preservation Office Exhibition Guidelines

Request Facility report from chosen exhibition venue, consider and determine the minimum requirements for an exhibition venue. Concerns will include the following:

1. Site security
2. Building security
3. Exhibition case security
4. Environmental control inside the exhibition case environment (ideal temp 18-21°C, relative humidity 50-60%)
5. Environmental control in the building
6. UV radiation and light levels. (Light level should ideally be 50 lux, if this is not possible up to 80-100 maximum. As a guide the Booker Prize bindings were displayed at 50-100 lux in the V&A as the room had (a) natural light.)
7. Fire risk: detection & suppression
8. Flood risk (including water carrying installations)
9. Disaster response capability
10. Handling, protection and security of material in transit.

V&A lighting policy guidelines

Leather-bound books are deemed as sensitive objects and the optimum lighting level is 50 lux. It is assumed any exposure to the light would cause some level of damage. Therefore, V&A set the lifespan of objects to be 500 years and calculated the safe display hours for each year and illumination level to achieve this.

They consider annual maximum display hours (at V&A) to be 3650 hours and advise display hours to be capped at 20% of this for a year for sensitive objects, if they are going to be displayed every year. If a book is displayed at full hours, they should be kept in dark storage for the next four years.

20% is roughly 3 months a year. When V&A hosted the DB Booker Prize Bindings display the room had natural light and it was quite light enough to see the books. The illumination level for the display was between 50-100 lux. We should aim at 80 lux for touring exhibitions. If optimum is not possible and if 80 lux is still not possible, cap at 100 lux.

## Appendix 4 DB Exhibition Pack

### Support Document 3D

#### Risk Assessment

Sample risk assessment sheet from 'DB Now': Additions may need to be made during setting up.

<b>Risk</b>	<b>Action</b>
Trip hazard of packaging or unassembled cases during setting up and dismantling of exhibitions.	Cases to be assembled or dismantled before the venue opens. Keep all packaging and display cases clear of walkways. Cordon off assembly area.
Danger of people colliding with cases when the exhibition is open.	Keep cases away from walkways. Position banner or other display materials prominently to make public aware of exhibition cases.
Trip hazard of trailing leads.	Install cases as close to power sources as possible. Use plastic covers over trailing leads.
Electrical safety of cabinet lights.	PAT test all lights.
Risk of theft from cases.	Fit at least one lock to each case.
Risk of damage to books from heat, sunlight, humidity or other external factors.	Position cases away from windows or check if windows have UV-screened glass. Keep cases away from heat sources and sprinkler systems. If necessary put silica gel crystals in cabinets.
Risk of damage to bindings from other events in the building.	Ask venue to list other events and ascertain how they will affect DB show (water, lights, movement, installing or removing).

**Section 4: Information to be included in letters to participants****Part 1: Initial letter**

1. State the purpose of the exhibition, submission deadlines and dates of exhibition(s).
2. Ensure binders know the main contact person and other organisers

**General Information for binders**

1. Will the work be available for handling by prospective buyers and the public.
2. Will there be a private view.
3. Will the private view be in a different space from the exhibition and how will the work be displayed in each instance.
4. Will there be a catalogue.

**Duty of care/insurance**

1. The type of packaging required for sending bindings.
2. Details of DB's responsibilities and insurance cover.
3. Setting up and taking down arrangements and the personnel in charge.
4. Venue standards.
5. Disclaimer if applicable.
6. Suggest option of personal insurance.

**Sales procedure/commission**

1. Sales commission (or hanging fee).
2. Commission rate.
3. Procedure for sales i.e. whether DB is dealing with sales or referring clients to the binders.
4. Return of bindings.

**Suitability for exhibition/selection**

1. Notify any limitations on materials used or limitations on size of work.
2. Ensure binders know of light levels if space/cabinets are not adequately UV protected.
3. Note DB's right to select.
4. If there is an option to submit an alternative if a binder has a book rejected.
5. DB has overview of the whole exhibition and therefore final say on how individual bindings are displayed.

**Part 2: Follow on letter**

1. Report on progress.
2. Confirmation of schedules and venues.
3. Stress the importance of sending binding suitably packed to withstand the rigours of the postal system.
4. If there will be a charge for making phase boxes for touring shows.
5. Confirmation of submission date and address.
6. Advise office hours of receiver, and suggest use of a tracking system if possible.

## **Appendix 4            DB Exhibition Pack**

### **Section 5: Setting up the Exhibition**

#### **All persons involved should be aware of their responsibilities**

##### **Setting Up**

1. Setting up should be overseen by a Fellow with experience in setting up exhibitions. All other helpers should have experience or should be given handling training.
2. Ideally the same people who set up the exhibition should take down. But if unavailable, at least one person involved in setting up should be present when the show is taken down.
3. Keep others out, including exhibitors.
4. Keep photographic record at each venue at the beginning and end of the show; prepare a sheet with the original image as a reference to setting up.
5. Check exhibits are right way up.

##### **Handling guidelines**

1. Ensure you have a clean surface to lay bindings on: bubble wrap with tissue paper on top is ideal otherwise blotting paper, grey board or grit-free blanket. Ensure area remains free of all other items (particularly sharp objects and pens) and does not become overcrowded with bindings.
2. Check that personal effects such as loose clothing, long hair, long fingernails or jewellery will not be a hazard. Remove rings, bracelets, watches, long necklaces, ties and identity passes as they may interfere with objects.
3. Follow any specific handling requirements from the binder.
4. Capping up should be done a few days in advance, follow instructions on support document 5A.
5. Check HSE general guidelines for working at height.

##### **Check list for DB cases**

If using DB cases remember to check that all the parts are present before packing up the cases. Locks and keys should have contact 'phone number.

PAT test certificates are needed for all electrical tools, lights and extension leads but battery tools may be exempt.

Tools, drill, drill bits, screws

Gaffer tape

Lights (if required)

Extension lead

Black felt pen

##### **Setting up Kitbag should include:**

Scissors

Knife

Glass cleaner and paper towels

Blue Tack

Capping-up tape

Cardboard and Foamboard pieces

Magic tape

Pens, pencils and paper, for notes and annotating phase boxes if necessary

Double-sided tape

Nylon spool

DB Banner and/or wallboards if there is space to display them; cable ties, picture hooks, nails, wire, nylon spool, screws and screwdrivers

Catalogues

Labels

Visitors' book

Leaflets and stand

Price list

Information for Invigilators to include notes of handling, sales procedures, and list of telephone numbers of contact and invigilators (preferably mobile numbers)

Problem logbook for future reference

This list

## Appendix 4            DB Exhibition Pack

### Support Document 5A

#### Capping-up instructions

Use a stable surface with bubble wrap and tissue paper on top.

Lay the book on the table with the front board facing up.

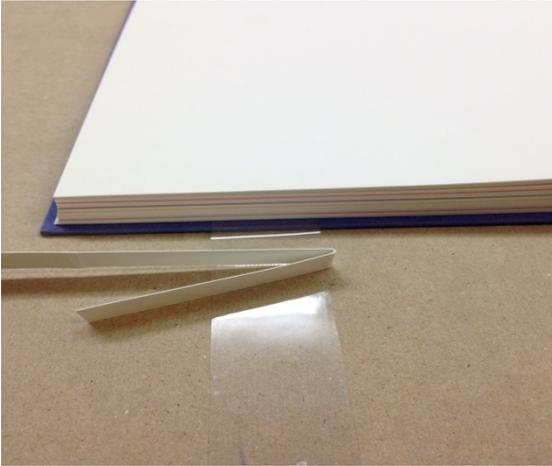
Cut a piece of capping-up tape, long enough to wrap around the text-block with a 5cm overlap.

Open the front board and lay the capping-up tape near the fore-edge, on the flyleaf.  
(A large or landscape format book may need 2 tapes.)

Close the board, turn the book over and open the back board.



Cut a strip of thin acid-free card with a width equal to the thickness of the text-block.



Fold 4cm (or more for a large book) over then continue wrapping the end around until the thickness of the folded card equals the square, cut off the excess.

A pad of fabric can be placed between the card and text-block to protect the edges, allow for this when folding the card.



Slide the lower end of the capping-up tape through the centre of the folded card with the free cut end next to the text-block. Bring the end of the tape over onto the flyleaf.



Position the fabric pad if using, overlap the ends of the capping-up tape, making sure that the tape is secure but not too tight and that it is positioned vertically on both flyleaves.

Close the back board, then stand the book upright and check that the pad is the right height.

**Section 6: Transport and storage**

1. Check available storage at venue for boxes/packaging, this should be settled before books are submitted. Agree length of time required for storage.
2. Organise collection (and delivery) point for bindings.
3. Records should be kept of books received, ideally signed by receiver (binders should keep their own records of dispatch). Records should also be kept when books are returned.
4. Ideally bindings should be in phase boxes. Sturdy jiffy bags are acceptable, if necessary more than one, but not bubble wrap or polystyrene particles. If DB has to make phase boxes for a touring show there may be a charge to the binder.
5. If binders are posting the book, they should be aware of the opening time of the venue; it is the committee's responsibility to inform binders of opening times if they are less than regular delivery hours. Bindings are not covered by DB insurance until DB receives them.
6. Clarify when insurance starts, advise of dispatch and arrival, checking condition of binding on arrival and report.
7. Check bindings as soon as practical after they arrive and photograph them, noting any damage in the exhibition file. Contact binder immediately if there are any uncertainties with the book or documentation.
8. Allow ample time to unpack everything - this could take a day for a large exhibition, as packing materials need to be labelled, books might need capping-up etc.
9. Arrangements for bindings to be collected, stored, sent to buyer, or stored at another site should be considered and organised and binders should be made aware of the arrangements.
10. Arrangements for the storage of books after the exhibition should be organised at the outset and before any commitments are made by binders or DB. Equally a procedure for dealing with books not collected after a fixed time (e.g. two months,) should be established (e.g. books could be posted back at the binder's risk and postage charged to the binder).
11. Phase boxes and bindings should then be packed in a water-resistant box or bag; bindings should be packed flat, not on their sides.
12. The number of books in the box should be noted so no tiny book is accidentally lost.
13. For touring exhibitions transport by other than DB must be by a courier used to dealing with art.
14. Allow ample time for re-packing the exhibition.
15. Any additional writing on phase boxes by the committee should be done in pencil on the spine and top face only (using a 2B or softer pencil and low pressure so as not to permanently indent the surface).

## **Appendix 5**

### **Designer Bookbinders' policy regarding Commission on Sales**

The policy is given in article 9(b) of the Instrument and Articles of Conduct which are to be found printed at the front of the Members' Handbook.

In detail, this is applied by the Society to exhibition sales as follows:

There will be a commission payable by the binder to the Society on all bindings sold as a direct result of being exhibited by the Society. The rate of commission is variable and determined by the Executive Committee before an exhibition and the full rate is payable for the duration of an exhibition (or exhibition tour). Furthermore, if a binding is sold within 2 months of the close of an exhibition as a direct result of having been seen at the exhibition (or in an exhibition catalogue), that sale is also liable to the commission, though in such cases the amount will be halved. A pre-exhibition sale of a binding which has been pledged to an exhibition is also deemed to be subject to commission if there is a potential loss of revenue to Designer Bookbinders. If there is any doubt whether a sale is subject to a commission then the circumstances of the transaction should be referred to the President who will arbitrate, if necessary with reference to the Executive Committee.

The same system, though normally at a lower rate, is also applied to sales resulting from the Annual Competition.

It is important that the commission should be included in the catalogue price, rather than by specifying an additional amount as commission, as it is a fee from the binder to the Society to acknowledge the benefit he/she gains from the activities of the Society. (This is particularly relevant to sales of competition books.)

Binders may also be required to pay commission to the Society where the Executive Committee (or its appointed officers) has been involved in arranging commissioned work for the binder(s). Currently only the Man Booker arrangement falls under this requirement.

It has been decided, primarily for simplicity of calculation, that the amount of commission on a sale will be calculated as a percentage of the binder's price. This amount is then totalled with the binder's price to obtain the catalogued price. Once thus established, the amount of commission that DB will expect from a sale will remain the same, regardless of whether the binder chooses to negotiate a different selling price with a buyer. However it is agreed that the amount is reduced by a half during the first 2 months following an exhibition, and to zero thereafter.

DB will try to set rates of commission that are easily calculated so that the binder can be aware when calculating the binder's price what the catalogue price will be. Furthermore, DB will set rates that offset rather than necessarily recoup costs and will strive not to over- inflate prices.

## Appendix 6

### Electoral Procedure for Honorary Fellows of Designer Bookbinders

See item 4(d) of Instrument and Article of Conduct which states

#### HONORARY FELLOWS:

These shall be persons who have rendered singular service to bookbinding and/or the Society. A Fellow or Licentiate may also be an Honorary Fellow.

And item 5(d) which states

#### HONORARY FELLOWS:

Such membership shall be a gift of the Society on the basis of a proposal made to a meeting of the Fellows and subsequently approved by an Applications Meeting of the Fellows.

Further to the above

Anyone may be considered for Honorary Fellowship subject to the restriction outlined in paragraph 4 below. The procedure is as follows:

1. Nominations for Honorary Fellowship can only be made by a Fellow of the Society, must include an outline of why the person is thought deserving of the Honour, and must be supported by a second Fellow. The nomination should be sent to the Secretary of the Society who will table it before the next available meeting of Fellows and Licentiates. The meeting will consider the merits of the proposal and whether there are others of comparable merit who should be considered at the same time. The meeting should not concern itself with whether the proposed recipient may be thought inclined to accept the honour or not. Only Fellows may vote on the proposal, the quorum will be that for a Fellows meeting (currently 9), voting will be by hidden ballot and a simple majority will be required for the proposal to be taken to the next stage.
2. Subject to success at the first stage the proposal will then go before an Applications Meeting being subject to a higher quorum (currently 15). Considerations and concerns should be as before and a hidden ballot and simple majority will apply.
3. Subject to success at this stage, the President will write to the subject offering Honorary Fellowship. If accepted a Certificate will be awarded at the next scheduled AGM/Spring Meeting with a ceremony outlining the achievements of the Honorary Fellow.
4. It should be noted that proposals for gifting Honorary Fellowship to Fellows who are still active binders will not normally be accepted due to the particular difficulties in distinguishing merit over that of contemporaries and over normal expectations as a Fellow, and in discussing any such proposal in a meeting that the subject might attend. It is intended to avoid either affront or embarrassment. Where it is not obvious whether a Fellow remains active or where there is an outstanding or overwhelming case for an active Fellow to be offered Honorary Fellowship, then the initial proposal, subsequent discussion and voting will take place in secret by email and/or letter organised by the President so as not to alert the person. Majorities will be as if the matter were before the respective meetings.