

Floor Loom Committee and Guidelines for Using Guild Looms

Floor Loom Committee

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The *Floor Loom Committee* provides oversight of the Guild looms and equipment available for use for weaving classes, workshops and studio weavers (excluding demo looms). This includes maintaining an inventory and valuation of looms and equipment used for these purposes. This committee is not responsible for any loom/equipment rental or lending.

Weaving mentors are experienced weavers who are available to answer questions, make suggestions, troubleshoot, encourage, support and offer some assistance with the weaving process. They are not expected to teach or walk someone through the entire weaving process from winding a warp to dressing a loom to weaving and finishing. *Studio weavers* are expected to be able to work semi-independently and enjoy the company and camaraderie of other weavers.

Resident weavers provide organization, scheduling and access skills. Current resident weavers are Barb Hollar and Alice Weitzenkorn. Barb coordinates the schedule for open studio days and weaving mentors. Alice is the contact for members interested in becoming a studio weaver and providing access to the Guild House.

Floor Looms (In Guild House) Usage

What looms are available for studio weavers?

The Weavers Guild owns these looms for use at the Guild House.

- two Dorsets (4 shaft – direct tie up)
- three Schacht Wolf Pups (4 shaft – direct tie up)
- multiple Schacht Baby Wolf (4 shaft and 8 shaft)
- one Macomber (40 inch 8 shaft)

Who can use a guild loom at the Guild House?

- Current guild members who have completed Beginning Weaving I (or possess the equivalent skills) and can work semi-independently may use floor looms.

How do we know when the Guild House is open and who the mentors are?

- The schedule from Floor Loom Committee member and resident weaver, Barb Hollar, lists open studio days and also availability of mentors.

Who do I contact if I want to use a floor loom?

- Contact Alice Weitzenkorn, Floor Loom Committee member and resident weaver, to reserve a loom and for initial check in and guidelines.

Is there a cost to use a floor loom?

- Yes. See Floor Loom Usage Fees.

What do I need to bring and know about using a floor loom?

- Supplies. Studio weavers are encouraged to bring their own shuttles, bobbins, threading

hooks, scissors, tape measures, etc. Limited supplies of these items available in the closet on the right in the weaving classroom until you can acquire your own things. Personal supplies should not be stored at the Guild House due to lack of space and to benefit the cleaning crew. The Guild is not responsible for personal items.

- Reeds, lease sticks, raddles, a trapeze and other items. Are located in the right closet, for your use, in the Weaving Studio at the Guild House. See a mentor or resident weaver for access. None of these items are to be taken out of the building.
- Harnesses. Please do not remove harnesses from the looms or move heddles from one harness to another.
- Floor loom weaving classes get preference for loom usage. We will try to keep you informed when classes are scheduled well in advance.
- After 30 days of inactivity and email notification, an abandoned project will be removed from the loom.

Weaving Classes Loom Usage

What looms are available for floor loom weaving classes?

The Weavers Guild owns these looms for use at the Guild House.

- two Dorsets (4 shaft – direct tie up)
- three Schacht Wolf Pups (4 shaft – direct tie up)
- multiple Schacht Baby Wolf (4 shaft and 8 shaft)
- one Macomber (40 inch 8 shaft)

What do I need to bring if I sign up for a floor loom weaving class at the Guild?

- All equipment needed for floor loom weaving classes is provided by the Guild. Fees for fiber and educational materials provided by the instructor are listed in the class registration.
- The instructor will provide a list of any additional materials a student may need to bring.

Can I bring my own loom for a floor loom weaving class?

- Both Part 1 and Part 2 beginning weaving on a floor loom classes students will use guild looms.
- Other floor loom weaving classes is up to the discretion of the weaving instructor.

Is there a fee to use a guild loom for a floor loom weaving class?

- No.

Who do I contact if I have more questions about floor loom weaving classes and using a guild loom?

- Contact one of the weaving teachers on the Floor Loom Committee (Terri Brenner, Jo Ann Loftus or Joy Thaler) about usage of floor looms for floor loom weaving classes.

Workshop Loom Usage

I'm taking a guild-sponsored workshop at the Guild. What do I need to know?

- All workshop participants are expected to bring their prepared loom and all the necessary equipment to the Guild for any guild workshop.
- Warping instructions, equipment and a list of supplies needed for the workshop will be given to participants by the workshop presenter.

- A general list of any additional equipment or supplies to bring to the workshop may be provided by Workshop Chair.
- If you have special equipment or loom needs, please contact the Program Chair.

What guild looms are available for use during a guild-sponsored workshop at the Guild?

- Contact Program Chair for loom availability.

Can I take these looms home to warp them for a guild-sponsored workshop?

- All guild looms must be prepared at the Guild and remain in the Guild House.

What equipment will be provided if I am using a guild loom for a workshop?

- Loom package includes loom, reed, raddle, lease sticks and paper for warp separator. All other equipment is the responsibility of the workshop attendee.

Is there a loom usage fee for guild-sponsored workshops?

- Yes. Floor Loom Usage Fees apply.

How much time can I have on a guild loom for a guild-sponsored workshop?

- Access to a guild loom can be up to two weeks in advance for loom preparation and two weeks following the workshop to weave off the warp.

I am currently using a guild loom as a studio weaver. Am I able to also sign up to use a loom for a workshop?

- If you are currently an active studio weaver or in the middle of a weaving project, you may continue to weave on a guild loom and sign up to use a loom for a guild class or workshop as long as looms are available.
- If you have signed up to use a loom for a guild workshop and would also like to become a studio weaver, we ask that you wait until after the workshop to reserve a loom for a personal project.

What items are available for use during a Guild-sponsored workshop?

- Items such as weaving benches, bobbin winders, swifts, ball winders can be available for use if it's beneficial to the workshop. The Program Chair will coordinate with the Floor Loom Committee.

Can I borrow/rent other items such as reeds or shuttles for a workshop?

- Not at the current time.

Who do I contact if I'm interested in reserving a loom for a Guild-sponsored workshop or for any questions I might have a available equipment.

- Contact the Program Chair (subject to change) who will then contact someone on the Floor Loom Committee.

I'm at a Guild-sponsored workshop at the Guild and I realize that I am missing some of my equipment, what should I do?

- Please talk to the Program Chair (subject to change).

- **DISCLAIMER:** Please do not borrow things from the Weaving Classroom or Weaving Studio without the consent of the Program Chair.

Floor Loom (In House) Usage Fees

What is the loom usage fee?

- Rate - \$10 per 30 day period (cash or check payable to WGGC) and given to the Treasurer.

How do I pay?

1. There are small manila envelopes and forms in the metal cabinet in the Weaving Classroom on the (2nd Floor).
2. Please put your name, whether the fee is for studio weaving or workshop, start date and loom number, if available.
3. You can pay by cash or check payable to WGGC and put in the Treasurer's box in the kitchen.

Are there any exceptions for payment?

Exceptions –

2. Loom usage fees waived for the month of January.
2. Students in floor loom classes may use a loom without fees for 14 days after the conclusion of class.
3. Resident weavers do not pay loom usage fees.
4. Fall sale donate items — Weavers can propose a barter of a donated item with a minimum value of \$10 for the fall sale as payment for loom usage fee for a period of 30 days.

- *These guidelines should be reviewed (at least) annually and with each change in (Program) chair.*
- *Original version written summer 2019.*