

SSI Weavers & Spinners Guild
Guild Equipment Policy – Approved November 2, 2017

The Guild owns floor looms, table looms, inkle looms, spinning wheels, and fibre preparation equipment along with multiple smaller pieces used in association with the weaving and spinning equipment.

The Guild uses this equipment for Guild projects: program activities, workshops, study groups, public demonstrations, fundraising weaving projects, and educational outreach. Guild use has priority over individual use of equipment. A Guild project is one authorized and developed by the Guild, using Guild equipment and Guild materials, and is open to participation by any Guild member.

Equipment may be rented by individual members for personal use providing that use does not conflict with a Guild project. Floor looms may be used at the Studio only located at 117 Arbutus Place. Queries regarding availability and reservations for use of a studio loom can be made by contacting Sandra Hodgins (softwear@shaw.ca).

A deposit of \$100.00 on an undated cheque is required for each item rented or borrowed by a member. Major items -- floor looms and reeds when used at the Studio for personal projects, fully equipped table looms, inkle looms, spinning wheels, drum carders and English combs -- may be rented at \$5.00 a week. Equipment may be rented up to eight weeks; but may be extended at the same rental rate with the approval of the Equipment Convener. Minor equipment -- shuttles, bobbins, bobbin winders, temples, warping boards, hand cards, flick carders -- may be borrowed without charge on the approval of the Equipment Convener. It is suggested that a small donation in lieu of rent be made.

All equipment to be rented or borrowed must be recorded on the Equipment Rental Form, signed and approved by the Equipment Convener or, in the Convener's absence, a member of the Executive.

The Equipment Convener is responsible for examining all equipment when it is returned. The deposit will be returned when the Equipment Convener is satisfied that the equipment including all accessories is returned in the condition in which it was loaned out and that any rent due is paid. The cost of repairs or replacement of any equipment lost or broken during the rental or borrow is the responsibility of the renter/borrower.

If the Guild accepts donations of equipment on behalf of its members, it is with the understanding that it is the prerogative of the Guild to either keep or sell the donation. Recommendations to sell equipment will be made by the Equipment Convener and presented to the Guild at a business meeting where all members have an opportunity for input to the final disposition.

The Equipment Convener for 2017/18 is Mary Paddon. 250-537-5137.
mepaddon@shaw.ca. Studio scheduling is by Sandra Hodgins. 250-537-5406.
softwear@shaw.ca