

Timberlane Fine Arts
Weaving/Spinning Department
Loom Protocol

Purpose:

The purpose of this loom protocol is to ensure all members who wish to use equipment, enjoy the space to complete their project in a timely manner.

Protocol:

1. **Fill out the loom sign up sheet.**

Put your name on the loom sign-up sheet: Name; loom size or type or number.

2. **Kindly refrain from putting your name and phone number on a loom until your warp is ready.**

We all know how exciting it is to start a new project; just hold on till that warp is ready. 😊

3. **Please wait to warp a loom until you have the time to complete the project.**

Please be mindful of others (example: putting on a warp then going on holiday). Please ensure you will have the time to come in regularly to work on your project.

4. **Commit to finishing your project in a timely manner.**

Usually 4 to 6 weeks. Other members will expect you to be off the loom in the time you indicate. We are all busy and need to be able to plan our projects.

5. **After cutting your project off the loom, please immediately vacuum.**

Vacuum around and under the loom as well as the loom itself. The area and equipment must be left ready for the next weaver.

6. **Please call the next person on the list to let them know the loom is available.**

If this person is not ready, then continue down the list. This is extra work for you, but we would all appreciate knowing the loom is available, especially if there are numerous names on the sign-up sheet. This ensures the next weaver starts their project in a timely manner.

7. **Please remove all thread/yarn from the bobbins.**

Take it home to throw it out or keep your threads. Please do not leave your leftover thread at the club.

We all have busy lives, but the list above ensures all members have the opportunity to use the looms and plan their projects. Thank you, and Happy

Weaving! 😊