Timberlane Fine Arts
Weaving/Spinning Department
Thread Supply Protocol

Purpose:
The purpose of this Thread Supply Protocol is to ensure all members have easy access to reasonably priced threads and that the process for purchasing is clear.

Protocol:
The Timberlane Fine Arts Weaving Department has a generous supply of 8/2 and a limited supply of 8/4 cotton threads available for sale to members of the weaving department.

The threads are ordered from Brassard et Files from Quebec. The weaving department receives a discount on the purchase of threads. This discount is passed onto you.

The supply of Brassard threads will be restocked twice per year (September/October and March/April). Inventory will be checked once per month. If cones are missing, department members will be emailed to locate the missing cones.

When an order is placed an email will be sent out to weavers asking for suggested colours to order. Weavers can ask to add threads to the order they know they would like to purchase.

If you need thread colours to plan a project, use the colour cards (stored on the top shelf where the 8/2 cones are stored).

There is a small “stash” of partial cones available for sale. They are in the two large brown cupboards at the back of the room. A price list is inside the cupboard door.

Do not remove cones from the shelf or cupboard before payment has been made. Removing threads from building without payment is theft, and will result in discipline as per the Association’s discipline policy.

Process for buying threads:

- Cross purchased cones off the inventory list (on left side of shelf), and write your name by your items.
- Write purchase in the “Weaver’s Black Book”, found in the grey desk.
    - Find the first tab- “Bought Fibre/Equipment”.
        - Write in:
            - Date
            - Item- 8/2 or 8/4 cotton (including yarn number), or stash threads
            - Your name
            - Payment amount
            - Type of payment (cash/cheque)
- Place payment in an envelope and deposit in the metal cash box in the kitchen closet.
    - Include on envelope:
        - department (weaving department)
        - type of purchase (8/2 or 8/4 cotton)
        - total payment amount
        - type of payment (cash or cheque)
- Take your purchased cones from the shelf or cupboard.