AMERICAN ACADEMY *of* BOOKBINDING

A Flagship Program of the Ah Haa School for the Arts

STUDENT INFORMATION

The American Academy of Bookbinding offers programs that give serious bookbinding students of all levels an opportunity to initiate and improve their skills in a generous and supportive learning environment. The Academy conducts intensive courses in the fine art of leather binding, preservation and related subjects. The goal of the Academy is to provide excellence in the training of traditional hand skills and development of artistic expression for the enthusiast or the professional and to graduate professional-level binders who have the knowledge and skills to produce the highest quality work and the ability to pass on these skills to the next generation.

WELCOME TO THE AMERICAN ACADEMY OF BOOKBINDING!

We at AAB and the Ah Haa School for the Arts welcome you to Telluride and our beautiful facility. We know that you will have a wonderful experience learning, working, and meeting like-minded people in the field of bookbinding and book conservation. It's taken you a lot to be able to attend, and we want to ensure that you make the most of the experience.

This booklet provides you with information to help you apply to the school, prepare for your trip to AAB, and as a reference for your stay. Please read through carefully.

STUDENT INFORMATION - CONTENTS

APPLICATION PROCEDURE . . . 3
PAYMENTS & POLICIES . . . 4
TRANSFER AND CANCELLATION POLICY . 5
SCHOLARSHIPS AND TUITION ASSISTANCE . 6
TELLURIDE INFORMATION . . . 8
PARKING 9
HOUSING INFORMATION . . . 10
THE AAB STUDIO 11
ACADEMY STORE / WHAT TO BRING . . 11
IMPORTANT PHONE NUMBERS . . 12
FACILITY PROTOCOL - RULES & REGULATIONS . 13
SHIPPING & MAILING 15
LIABILITY RELEASE 16

APPLICATION PROCEDURE

CLASS SIZE
Courses are limited to 12 students, with some advanced courses limited to eight. The small class size ensures plenty of one-on-one time with instructors and comfortable space to work.

REGISTRATION PROCESS
Registration for the school year opens in February after the initial round of scholarships has been awarded. To learn more about financial assistance, please visit scholarships and tuition assistance.

Courses fill quicky. To register for courses, visit Courses page. You may pay in full or provide a $300 non-refundable deposit to hold your spot. If you choose the deposit option, the remaining course payment is due 45 days before your course start date.

Registered Diploma, current on their dues, students will receive priority in registration.

Course Prerequisites
Some classes require completion of Introduction to Bookbinding Level 1 and/or Level 2. If you have prior experience, you may request to test out of introductory courses.

To test out of Level 1, upload photos of 3–5 bindings that demonstrate skill in multi-section sewing, case binding, and creating paper or cloth-covered boards.

To test out of Level 2, include a hard-cover, rounded and backed binding with a leather spine (either laced-in or case-bound).
Please note: Coptic bindings, accordions, single-signature pamphlets, flag books, and other folded structures do not satisfy the requirements for testing out of Level 1 or 2.

Portfolio Review
Some classes require portfolio review. Any portfolio reviews will be listed in the course description. Returning students who have registered for a course will be notified within a week if a portfolio review is required.

If you're unsure whether you meet the prerequisites for a course, feel free to contact us at aab@ahhaa.org.

New Students applying for courses at the American Academy of Bookbinding need to fill out the New Student Registration Form linked below. Please include 3-5 images of your work, the image title, and a short description of the work in the fields below. This will ensure that you are placed in the appropriate course level. If you are registering for the Introduction to Bookbinding – Level 1 no portfolio is required.

Returning Students may be required to submit work samples for certain classes. We will contact you if it's required and send you a link to a form for uploading images of your work.

Acceptance: Students will receive a confirmation email with a copy of the AAB Student Handbook. If a student registers for a course and does not meet the prerequisites, they will receive a refund of their deposit or tuition.

Waitlist: If the class has reached its maximum enrollment, students will be placed on a waitlist. No deposit payment is required for the waitlist. If a spot opens, the waitlisted student will be notified immediately, and payment will be due to secure enrollment.

PAYMENTS & POLICIES

For updated costs and fees, please refer to the website for updated information: https://bookbindingacademy.org/

Registration is considered complete once a deposit or full payment is received.

Deposits: A non-refundable minimum deposit of $300 is required upon course registration. Students may pay the full amount at registration or pay the deposit, with the remaining balance due 45 days before the course begins.

TRANSFER AND CANCELLATION POLICY

Tuition is refunded in full for cancellations made more than 45 days before the course start date, minus the $300 non-refundable deposit per course. No refunds will be issued for student cancellations made within

45 days of the course start date. Refunds will not be issued to students who do not show up.

If AAB must cancel a class for any reason, students will receive a full refund plus deposit or the option to transfer their funds to an alternative course.

Transfer Process: To transfer enrollment to another course, students must do so at least 45 days before the start of their original course. No transfers will be approved within 45 days of the original course start. There is no fee to transfer courses.

Transfers are only permitted within the same calendar year. If a registered student wants to attend the following year, they will receive a refund minus the $300 deposit and must reapply.

SCHOLARSHIPS AND TUITION ASSISTANCE

The American Academy of Bookbinding (AAB) is dedicated to creating meaningful opportunities for students at every level. We strive to remove financial barriers so all students can pursue their artistic goals.

Each year, four types of awards are available:

- Tuition Assistance
- Merit Scholarships
- Fine Binding Scholarship
- Comprehensive Binding Scholarship

Application forms and annual deadlines are available on our website. Students may apply for more than one award type each year. A new application is required annually, and submission does not guarantee funding. All funds must be used within the year they are awarded. An awards committee reviews applications, and all decisions are final. Students will be notified of award decisions before registration opens.

If scholarship funds are not fully distributed during the initial review period, applications may remain open on a rolling basis for the remainder of the year.

Tuition Assistance and Scholarships are generously supported in part by the Lang Ingalls Fund for the American Academy of Bookbinding, Myssie and Barry Acomb, and the Maxwell/Hanrahan Foundation.

TUITION ASSISTANCE AWARD

AAB believes that everyone should have access to high-quality bookbinding education. We know financial need is not always reflected in paperwork or traditional criteria, so we do not require tax forms or family financial details. Instead, we ask applicants to share the personal value they see in taking a course.

By accepting Tuition Assistance, students affirm their commitment to supporting artists and arts organizations like AAB. Recipients agree not to use Tuition Assistance if they have the financial means to pay independently. Award recipients also agree to complete a post-class survey.

Eligibility: New and returning students. Tuition Assistance may be used for multiple courses within the same calendar year.

Award Amount: Up to $1,200, based on availability.

MERIT SCHOLARSHIP AWARD

Merit Scholarships recognize students whose work demonstrates exceptional skill relative to their experience and background. Consideration is given to well-executed work, recently completed projects, and pieces made independently. A total of five Merit Scholarships are awarded annually.

Eligibility: New and returning students.

Award Amount: $1,500. If funds remain after tuition is paid, they may be used for purchases in the AAB store.

FINE BINDING SCHOLARSHIP AWARD

This scholarship honors one student each year who has shown dedication to developing professional-level skills in Fine Binding. A commitment to the broader bookbinding community is encouraged. Selection is based on skill level, quality of technique, and independently completed work, with emphasis on execution rather than quantity or complexity of techniques.

Eligibility: Diploma students only. Students may reapply two years after receiving the award.

Award Amount: $3,500 to be used for tuition. Recipients also receive a $300 materials allowance for purchases through the AAB store.

COMPREHENSIVE BINDING SCHOLARSHIP AWARD

This scholarship recognizes one student annually who demonstrates a

strong commitment to developing professional-level skills in book and paper conservation, historic book structures, and/or editions. Engagement with the broader bookbinding and conservation community is encouraged. Selection focuses on technique quality and independently completed work.

Eligibility: Diploma students only. Students may reapply two years after receiving the award.

Award Amount: $3,500 to be used for tuition. Recipients also receive a $300 materials allowance for purchases through the AAB store.

Scholarships And Course Payments: Students will be notified of the award decision before registration opens. If an award is granted, the student will receive an award letter with a code they can use to apply their award during registration. Details on award use, deadlines, and exclusions can be found in the award letter.

TELLURIDE INFORMATION

Arrival & Departure: Please plan on arriving in Telluride no later than mid-afternoon on the day before your class begins.

There is usually a class Meet & Greet on Wednesday evening at 5:30 or Thursday morning at 8:30, for students to meet each other, review the schedule for the week, and prepare for class. Most fine binding and conservation classes will have the Meet & Greet the night before the class

begins in order to prepare materials and conservation projects for the start of class the next morning.

Most students fly into the Montrose airport (MTJ); however, flights into Telluride itself (TEX) are occasionally affordable and worth considering. If flying into Montrose, you can arrange a shuttle to Telluride through Telluride Express. https://letsride.co/locations/telluride/

If you will be arriving later than the course Meet & Greet, please call or notify us aab@ahhaa.org

Some students arrange to fly into Grand Junction and take the bus from there to Telluride https://ridebustang.com/

The last day of the course is a full day of instruction, so we kindly request that students plan to depart on the day after their course ends. If you need to leave earlier, let us know.

School Location: Telluride is a spectacular backdrop for this intensive program. Located in the southwestern part of Colorado, the town is surrounded by 13,000-foot peaks. The sheer force of their beauty and solitude instills a level of peace that welcomes creativity. Out of class, students can hike in wilderness areas or amble along the San Miguel River. With cool nights and warm days, nothing beats the Colorado Rocky Mountains as a perfect setting for the American Academy of Bookbinding.

The American Academy of Bookbinding studio is located in the Old Stone Building at 117 North Willow Street in downtown Telluride (shown on the adjoining map). The office for our umbrella school is located at the Ah Haa School for the Arts in the Silver Jack Building, 155 West Pacific Avenue. You will come to the North Willow address.

Parking: Parking in Telluride is limited, and AAB does not have permits. Students who are driving, and don't have access to parking at their accomodations, should check the town website for parking details.
https://www.telluride.gov/159/Parking

There are two free public parking areas available in Telluride. "Carhenge" is restricted to daytime use only. The Shandoka lot offers free parking for 72 hours. Both parking lots are serviced by the free in-town shuttle, the Galloping Goose, every 20 minutes. Telluride is a very small town - less than one mile from end to end - and all accommodations, grocery stores, restaurants, and shops are located relatively close to each other. It is unlikely you will need a car during your stay. For more information, visit:
https://www.telluride-co.gov/255/Galloping-Goose-Route-and-Information

Housing Information: A list of local lodging options is available on our website. Camping options are also available in town and in the surrounding National Forest areas. While studying at AAB, students have access to an on-site shower and laundry facilities. Camping resources: https://www.telluride.gov/181/Campground

Telluride's Altitude: Telluride sits at an elevation of 8,750 feet above sea level. Students who come from lower elevations can be affected by the altitude. If you can afford an additional night at your accommodations, we recommend arriving on a Tuesday to allow your body time to adjust. The most common symptoms you may experience include shortness of breath, lightheadedness, disturbed sleep, and headaches. Drinking lots of water and avoiding alcohol and caffeine during your first few days will help minimize your symptoms. You should avoid strenuous exercise. If you have high blood pressure or sleep apnea, the lack of oxygen could have a greater impact. If you have a medical condition that may affect your ability to adjust to the altitude, please consult with your physician before arrival. For a more detailed description of altitude sickness and steps you may take ahead of time to reduce potential symptoms, please visit https://www.highaltitudedoctor.org/. There are private companies in Telluride that offer supplemental oxygen if you find you have trouble breathing or anticipate altitude sickness.

Weather: Spring classes start in late April or early May. There may still be some snow on the ground, and it will generally be much colder than in

the summer. You can expect snow and rain, as well as often warm, sunny days. In May, the weather becomes warmer, but again, you should be prepared for that freak May snowstorm. Summer can be very hot with intense sunny days and cool nights. Severe thunderstorms with cold rain and hail aren't unusual on summer afternoons. Fall starts early in Colorado, so be prepared for cool days and chilly nights. We often experience an Indian summer here, and we can go weeks without rain, but please be prepared for all types of weather. Dressing in layers will serve you well, as temperatures can vary widely throughout the day. Bring a rain jacket, sweater or jacket for cool evenings, comfortable walking shoes, casual clothing (nothing here is fancy), shorts, t-shirts, and long pants, sunglasses, a hat, and sunscreen - the sun is very strong at this altitude and it is easy to sunburn in a short time. Classes in November or later can see snow. If you are worried about travel, remember that Telluride is a ski town and they get the roads plowed quickly to ensure access for visitors.

THE AAB STUDIO

Class Schedule: General Information: Courses generally run from Thursday to Monday (occasionally, Monday to Friday). Two-week courses will have a "weekend" on Tuesday and Wednesday in the middle of the course. While specific daily schedules vary from instructor to instructor, you can expect full days of instruction (generally 9:00 a.m. to 5:00 p.m.), with a lunch break and short breaks in the morning and afternoon. Coursework is challenging, and students often choose to arrive early and/or stay late to catch up or to work on other projects. Often, instructors will schedule a morning or evening presentation of their work at some point during the course. The afternoon of the last day of class is typically reserved for cleanup and a show-and-tell session, and we'll hold a class party to celebrate the completion of the course.

After the course, you'll be asked to submit an evaluation of the school, your instructor, and your experience. These evaluations are a valuable tool for future curriculum planning and to address any issues that may arise.

ACADEMY STORE / WHAT TO BRING

Tool kits are available to check out if you don't want to bring all your own tools or if you're enrolled in an Introduction to Bookbinding course.
The AAB School Store sells a variety of tools and materials for your convenience, including a wide selection of bookbinding leather and decorative papers. You will receive a Tools & Materials List for your class at least 45 days in advance, which will clearly indicate whether any of the items on the list will be available for purchase at the school. While your materials fee covers most of what you need for the course, your costs could run $50-$200 if you

would like to purchase tools or work on additional projects while you're in Telluride. Feel free to ask us if you'd like a better understanding of expenses and what's included in your course.

You are welcome to come to the office any time it is open to talk with the director about questions or concerns, look at/purchase MATERIALS AND SUPPLIES, or just plain chat. We always welcome the diversion and a chance to get to know you better! We are happy to assist you with material selection if you are unfamiliar with the requirements. Each student is provided with a price sheet of the supplies available for sale at AAB. The store is run on the honor system. Please record your purchases throughout your stay on the store sheet and leave it in the office so it doesn't get lost. Your purchases will be settled up on the last day of your class.

Facility Access: We offer 24-hour access to the bookbinding studio, although the doors are locked at all times. During arrival days, an AAB staff member will be available to let you in and greet you upon arrival. You will then receive a code for the doors, which you can use to come and go as you please.

On the main floor, there are 8-12 work areas (depending on class size) that are marked by a cutting mat on the tabletop. Feel free to unload your tools and set up a workspace in an unclaimed spot (one that is not marked by another student's name).

At the top of the stairs, there is a kitchen available for student use. The kitchen is equipped with a small refrigerator, toaster oven, and microwave. On the left is the managing director's office, and to the right is the student library and lounge. This is a space for you to relax, read, eat your lunch, and unwind. Feel free to make yourself at home here if you arrive early, during lunch, or need a place to stay in between activities.

IMPORTANT PHONE NUMBERS

AAB Office number (Old Stone Building)	970 - 728 - 8649
Ah Haa School (Silver Jack Building)	970 - 728 - 3886

STAFF PHONE NUMBERS

Chip Schilling, Managing Director	970 - 728 - 8649
Susan Entsminger, Program Manager	970 - 239 - 1404
Marty Wollesen, Executive Director, Ah Haa	970 - 728 - 3886

FACILITY PROTOCOL - RULES & REGULATIONS

The building is here for your use 24/7. We know how important it is to be able to stay late and come in early whenever the spirit moves! In exchange, we expect that you respect and care for the tools, equipment, fellow students and studio while you're here.

To ACCESS the Stone Building at any time you will need to use the code that is provided during the Meet & Greet or upon your arrival.

If you are the LAST TO LEAVE, please make sure all electrical appliances, stoves, lights, etc. have been turned off, windows are closed and the door has been securely locked.

If any TOOL OR PIECE OF EQUIPMENT is unfamiliar to you, please get instructions from the managing director, your instructor, or the assistant on its use before experimenting on your own.

Help us to keep our studio and equipment CLEAN and usable. Please do not use the tables as cutting boards. There are plenty of mats for the job. Use waste paper under your project whenever you need to glue or paint. Cleaning and organizing your space each day as you work is highly recommended.

USE MATERIALS EFFICIENTLY AND KEEP WASTE TO A MINIMUM. RECYCLE WHEN POSSIBLE. There are recycling bins located downstairs, next to the door, and upstairs, underneath the coffee and tea counter.

FIRST AID KIT is located in the downstairs bathroom cabinet. Be sure to inform managers about any injuries or illnesses, regardless of their severity. We also request that you provide us with your emergency contact information.

FIRE EXTINGUISHERS are located on both ends of the building. Please take a moment to find and note their location.

There is WIRELESS INTERNET available for student use. The account name is "AAB Wireless," and the password is "silverbell." If you need to print something, email it to the managing director, and we will print it out for you. We can also make copies for you, within reason!

There is a refrigerator, stove, and microwave available on both the upstairs and downstairs levels. Please use the downstairs appliances exclusively for bookbinding and studio-related purposes. Please use the kitchen and upstairs for storing and heating your lunches, snacks, and making coffee or tea. We discourage the consumption of food and beverages downstairs in the studio – it can be risky, and we wouldn't want you to contaminate your neighbor's project. If you would like to have a water bottle with you downstairs, please ensure it is safely stored away. The kitchen and lounge are here for your use. At the end of your time in Telluride, we ask that you check the refrigerator for any food that may be yours and give it to another student or discard it.

AAB was fortunate to receive several donations contributing to our wonderful LIBRARY! You are welcome to check out books while you're here to take to your accommodation if you like. To check out, simply write your name and date on the card inserted in the book and leave it the office. When you're done with the book, come to the office, pick up the card, and please return it where you found it.

The following are NOT ALLOWED on the AAB studio campus: smoking, recreational drugs, alcoholic beverages (except as part of a school-sanctioned event), weapons (including licensed, concealed firearms), and pets. Certified service animals are allowed when arranged with the administration in advance. Violation of these requirements may result in expulsion from the class or disqualification from future attendance.

Regarding CELL PHONES AND TEXTING, please be courteous while using these devices. Please silence your phone and refrain from phone use during instructor demonstrations. Before using RECORDING DEVICES during demonstrations, please ask the instructor for permission.

During class time, MUSIC is discouraged in the studio. Our shared class experience tends to foster an interaction and community within the class and inconsiderate use of music can undermine that experience. Students may use earphones when working independently, as long as the use does not impact others.

CONVERSATION in the studio should be respectful and kept to a reasonable volume. Please be mindful of those around you.

On your LAST DAY, please settle up on any school store purchases with the managing director before noon. The Tuesday following your class,

please make sure your things are packed up and/or removed by 9 AM. It may be possible to make exceptions but you would need to discuss it with the director. Generally the studio is cleaned and set up for the next class. We ask that you put all AAB tools and equipment back where you found them (or in the correct location) and clean your desk area thoroughly (remove any tape, paint, glue, from table and mats). Please thoroughly clean the brushes and containers – do not leave items in the sink soaking, and do not put PVA down the sink. All leftover adhesives should be wiped out into the trash or given to a fellow student who is staying. If you are staying through to the next class, please tidy up your area and condense your things by placing them under your bench, so that it is easy for the cleaning staff to clean around you.

Family & friends: With the exception of a handful of pre-arranged special events, AAB maintains a PARTICIPANT ONLY POLICY in order to protect the immersive learning environment for our students. We have found that the presence of visitors can inadvertently affect the studio experience, disrupt teaching and demonstrations, and inhibit the intimate environment of presenting or sharing student work. Therefore, we limit our campus to AAB students, faculty, and staff.

Complaints: We expect you will find your time here productive, informative and inspiring. If anything is impacting your positive experience, please do not hesitate to share your concerns with any of our faculty or staff. Students are expected to CONDUCT themselves according to the tenets of respect, tolerance, patience, and kindness. Rude, offensive, violent or discriminatory behavior toward other students or staff are cause for dismissal from AAB.

SHIPPING AND MAILING

Students are welcome to send boxes of bookbinding materials in advance. Because of our remote location, things take a little longer than usual to get here, so plan for a few extra days in transport.

Send all packages to:
The American Academy of Bookbinding
P.O. Box 1590
117 North Willow St.
Telluride, CO 81435
Attn: your name

To prevent any mix-up between the Post Office, UPS, FedEx, or any other carriers, make sure you include both our post office box and our street address. UPS and FedEx use the street address, and the US Post Office uses the PO Box. However, FedEx and UPS may transfer packages to the USPS, so always include both the street address and the post office box.

If you have packages to send at the end of your class, please make arrangements for pick-up by UPS or FedEx or plan to mail from the post office on the Tuesday following your class.

LIABILITY RELEASE & MEDICAL EMERGENCY

Although we do our best to ensure best safety practices in the use of tools and equipment within the studio and in our accommodations, the unfortunate reality is that things can happen. All students will be required to sign a liability release indicating their assumption of the responsibilities and risks involved while attending courses at AAB. We also ask that students provide emergency contact information and notice of any medical conditions that may impact their experience at AAB.

Photo Release: We love having photos of our classes! We'll generally take photos of students working throughout the course, and like to have a class photo at the end where students can show off what they've made. These photos are shared with classmates and may be used, with student permission, on our website, newsletters, and other materials. You will be asked to sign a photo release allowing us to use the photos in the future; if you would prefer for your photos not to be shared, you will be able to indicate this on the release form.

STAFF

Managing Director - Chip Schilling
Program Manager - Susan Entsminger
Director of Fine Binding Program - Don Glaister
Director of Comprehensive Bookbinding Program - Peter Geraty

INSTRUCTORS

Coleen Curry
Gabrielle Fox
Brenda Gallagher
Peter Geraty
Don Glaister
Anne Hillam
Andrew Huot
Lang Ingalls
Christopher McAfee
Renate Mesmer
Suzanne Moore
Sol Rebora
Rahel Scheufele

bookbindingacademy.org | 970-728-8649 | aab@ahhaa.org
A Program of the Ah Haa School for the Arts
117 North Willow Street, POB 1590, Telluride, Colorado 81435