

SMCC CLAY STUDIO GUIDELINES

Class Enrolled In: _____ Student Name: _____

All Students are required to sign and acknowledge that they've read and understood these guidelines during the first day of class.

EDUCATIONAL STUDIO

- **We are not a production firing studio.** We are a learning facility. Our classes are not the space for making mass production items, or large-scale items. We are not able to handle production firing. Only work made during class/open studio in our studio may be fired. 11 or more of the same type of design is considered production status.
- Clay purchased outside of SMCC is not allowed.
- Because we are an educational facility, clay types and glazes will be subject to change.
- Children are not allowed in the Pottery studio unless they are register for a pottery class. If you bring a child into the pottery during class or open studio, you will be asked to leave. This is a safety procedure violation.
- Anyone not signed up for Pottery Classes are not allowed to use or be in the pottery studio. This includes family members, friends, and the public.

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OPEN STUDIO

- There is NO Open Studio before or after classes during the first week of class.
- Open Studio time for **class specific usage** is as follows:
 - **Morning Classes: 2 hours after class**
 - **Evening Classes: 2 hours before class**
 - **If you are not in the class, you cannot use open studio 2 hours before or after.**
- There is additional open studio time throughout the week. These are free times to use the space for students registered in classes and are first come first serve. You must be registered for prior to showing up as space is limited. You may only sign up for 1 session per day. If a Friday has a 10am-1pm and a 1pm-4pm session, you may only sign up for one! Multiple sign ups that break this guideline will be deleted. **You can register online at the sign-up genius sent out at the end of the first week of classes or by calling 770-509-2711.**
- Glazing is an important part of the process of ceramics. Until your teacher has signed off that the glazing lesson has been done for your class, you are not able to glaze in open studio.
- Our studio has a volunteer studio manager, **KATE** and volunteer studio assistant, **SARAH**. When Kate is in the studio she can help answer questions. You may always come ask SMCC staff if needed as well.
- If our studio guidelines and cleanliness are not being met, you may be asked to leave open studio and have your privileges revoked. Open studio for pottery classes are a bonus and can be canceled at any time for any reason.

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CLEAN UP

- Clean up is the most important element in helping the community studio like ours to function properly. It is imperative that each student takes personal responsibility for cleaning up anything used during your session that day. **Remember work wet, clean wet, it's for your health.**
- **Steps for cleaning up include but not limited to:**
 - **Mopping your work area**
 - **Wiping down area with wet sponge**
 - **Wiping out sink and cleaning down counter tops**
 - **Cleaning wheel head and splash pans**
 - **Cleaning tools before placing them back in the cabinets**

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CLAY AND TOOLS

- 1 bag (25lbs) of clay comes with your registration.
- 1 additional bag of raku clay may be purchased (\$15) if you are enrolled in a raku workshop.
- If you have clay left from previous classes, you may take it home and bring it back to the next session.
- You are responsible for your own tool supplies. While you may use tools from the studio during your class if needed, but please wash them thoroughly with soap and water and put them back. If we notice tools disappearing, they will be locked up and no longer allowed to be used. Supply closet items are only available during class or while Kate is in the studio. Items taken out of the closet must be signed out and back in.
- Do not help yourself to other items in the art center. If it is not in the pottery studio, it is not for use in the pottery studio.

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GLAZES

- **Be cautious and aware of how you glaze to prevent your piece from running and sticking to the kiln shelf. It will damage your piece and the shelf. When in doubt of a glaze combination, run a small test piece through with a bisque cookie underneath.**
- **Items that don't match studio glaze standards will be reject and not fired. When in doubt ask your instructor, the front desk or Kate.**
- Instructors will have a glaze lesson with you each session.
- If the glazes provided are questionable with the amount of water (too little or too much) ASK your instructor, the studio assistant or the front desk for help. Do not add water or remove water from glazes. Glazes are subject to change.
- Remember to leave a minimum of 1/4" on the foot of your piece unglazed. When in doubt, use a pencil to mark your area off before glazing or leave a larger foot on your piece. The pencil line will burn off in the firing process. Wax can also be used to ensure glaze does not cover foot.
- We recommend no more than 2 glaze combinations on a piece. 2nd glaze should be on the top 1/4 of your piece only to prevent running.
- Items double dipped completely will not be fired.
- All bottoms of glaze pieces should be wiped down with a sponge before placed on shelf to fire.
- Staff and studio assistants have the right to refuse to fire something that is poorly glaze and will damage shelves. We will leave a note on rejected pieces.
- **If your glazed piece runs and damages the kiln shelf, you are responsible for cleaning the shelf. This requires bringing in your own safety goggles, respirator and leather gloves. We will show you how to scrape and sand shelves and provide the tools and supervision. If a shelf is too damaged, a new one must be purchased.**

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KILNS

- Only instructors, staff, and studio assistants can load, unload, and fire kilns. Students cannot load or unload kilns. All work completed in the time frame of the class will be fired.
- Bisque shelves close on the second to last week of classes. We will have a note on the bisque shelves in the kiln room of the last day to place items on shelf.
- It can take up to three weeks to fire all glazed pieces at the end of the session. We will fire them as quickly as possible, but please be patient with us.

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STORAGE SHELVES

- Each class has assigned shelves. Students have half of a shelf for storing their work, clay and tools.
- Please do not pick up or touch another student's work. Ask for help if something needs to be moved on a kiln room shelf.
- All left over clay, tools and finished pieces must be taken home and shelves cleared out if not returning for next session.
- Unfired, or unglazed pieces at the end of the session, will need to be taken home or placed on your storage shelf if returning for next session.
- Items left on storage shelves in main room will be discarded if students are not registered for next session.
- Fall 2 session and Spring session must completely clear all shelves to make room for holiday and summer camp events.

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OTHER TIDBITS YOU NEED TO KNOW:

- IF OFFERED - Open studios that are after your last class are only for final glazing. They are not for making new pieces.
- We Bisque at cone 04 and Glaze fire at cone 6.
- Items left on kiln room shelves for an extended period will be discarded. Please help us keep our studio running efficiently by clearing your works from the kiln room after they have been fired.
- For safety reasons, long hair should be tied back while using the wheel.
- Items left on storage shelves in main room will be discarded if students are not registered for next session.
- Fall 2 session and Spring session must completely clear all shelves to make room for holiday and summer camp events.
- **There is no open studio the first and last week of class.**

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SCHEDULE:

Bisque Shelves Close: 2nd to last week of class.

- **Note: Only items that are dry should be placed on the to be bisque shelves. If item is placed on bisque shelf wet, it will not be fired until it is safe to do so. This may delay your progress.**
- **Items placed on Bisques shelves after 5th class cannot be guaranteed to be ready to glaze the next week, this includes items places on bisque shelves during open studio, but after the 5th class.**

Glaze Shelves Close: Final class day

- **Remember to leave a nice foot on your piece! Items not with clean bottom or bad foot are will be rejected and will not be fired until corrected.**

Firing at the end of the session takes up to 3 weeks.

Last Glaze Day _____ (last day of class)

Pick Up Deadline _____ (5 weeks after last day of class)