

## CLAY STUDIO GUIDELINES

### 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.
- 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.

### OPEN STUDIO

- 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 2 hours before or after, you cannot use open studio.
- There is additional open studio time on Monday Mornings, Wednesday Mornings, Friday and Saturdays. 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 can only register by calling us at 770-509-4989, or emailing [Marie.Jernigan@cobbcounty.org](mailto:Marie.Jernigan@cobbcounty.org) or [Kimberly.Nugent@cobbcounty.org](mailto:Kimberly.Nugent@cobbcounty.org). Open studio will begin on the first Friday of the session.
- 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 one volunteer studio assistant. Currently our studio assistant is **KATE**. When she is in the studio she can help answer questions. You may always come ask SMCC staff if needed as well.

### 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

### SALE OF CLAY AND TOOLS

- 1 bag (25lbs) of clay comes with your registration. 1 additional bag may be purchased at the front counter for \$15 each bag (25lb). The staff keeps track of all purchases.
- Students get half of one shelf in the studio for their items and supplies.
- Clay not sold here will not be allowed firing.
- **Clay Sales end on the fourth week.**
- **If paying in cash for extra clay, exact change is required.**
- If you have clay left from previous classes, you may take it home and bring it bag 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.
- 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.
- For safety reasons, long hair should be tied back while using the wheel.

### 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.**
- 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. 2<sup>nd</sup> glaze should be on the top 1/4 of your piece to prevent running.
- 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.**

### 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.
- Glaze shelves are closed on your final day of class.
- 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.

### STORAGE SHELVES

- Each student has half of a shelf for storing their work, clay and tools.
- Please do not pick up or touch another student's work.

### OTHER TIDBITS YOU NEED TO KNOW:

- There is no open studio after your last class. This means no glazing, trimming, or throwing.
- 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 kiln room shelves for an extended period will be discarded.
- Items left on storage shelves in main room will be discarded if students are not registered for next session.
- Spring session must completely clear all shelves to make room for summer camps.

### SCHEDULE:

**Last day to buy clay: 4<sup>th</sup> week of classes**

**Bisque Shelves Close: 5<sup>th</sup> week of classes**

**Glaze Shelves Close: Final class day**

**Firing at the end of the session takes about 2 weeks.**