

Studio Members Handbook

Our Studio is a creative space where you can let your imagination run wild and get your hands dirty! Being a Pottery Studio Member gives you the opportunity to work in the studio independently, while sharing the space and equipment with others. Our main focus is as a teaching facility where we aim to provide a space for learning, creativity and a sense of camaraderie among all of our participants. We have many members and run many classes so it's important to be respectful of each other, members, students, instructors, the space itself and how we use and maintain it.

CLAY:

- Clay used in the studio must be purchased from GNAG.
- The price of clay includes glazes, one bisque firing and one glaze firing. A piece may be re-fired for a fee.

FIRING:

- Trimmed and finished pots can be placed on the left side of the shelf in the kiln room for bisque firing. These pots will be fired when they are bone dry.
- When your work is bisque fired it will be placed on the shelf which is labeled "Members Bisque" outside of the kiln room.
- Pieces which are ready to be glaze fired can be placed on the right side of the shelf in the kiln room.
- Both kilns are usually fired 3 times per week but there is no strict firing schedule. Please don't have rigid expectations of when pots will be fired.
- When things get busy in the studio Student work will be fired first
- If you make a very large piece, please note that it might take longer to get it into a kiln firing.
- Please clearly mark your pots with your initials. Unmarked pots will not be fired.

GLAZING:

- Glazes must be stirred completely before use. When the glaze is stirred fully it should be the consistency of heavy cream. If you feel like a glaze is too thin, thick or has lumpy bits please let me know by writing a note on the door of the kiln room.
- Please make sure the bottom of your work is free of glaze when you place it in the kiln room to be fired.

- There should be no glaze or underglaze closer than 0.5cm or 3/16" to the bottom of the pot.
- There is wax available to resist the glaze on the bottom of pots. We also have some carpet remnants which can be used to wipe off the bottom after glazing.
- If you use a carpet remnant, please wipe a little further with a sponge to make sure there is adequate space from where the glaze ends to the bottom of the pot.
- Please rinse off carpet pieces thoroughly into the plastic basin in the left side of the sink after use.
- Please be mindful of the thickness of your glaze application. A layer of glaze that is too thick increases the chances that the glaze will run off the side of the pot on to the kiln shelf. Thick glaze also causes crawling which is an unpleasant result.
- A couple of signs that the glaze application is too thick are a glaze that takes a long time to dry on the pot, and glaze that starts to crack once it's dry.
- Pots should not be double dipped right down to the bottom of the pot on the outside. Sponges are to be well rinsed before putting them back in the bin.
- Underglazes are for class use only. Members should provide their own underglazes.

ETIQUETTE:

- The studio is open to members when the Community Centre is open and there are no classes or private bookings. Members should adhere strictly to the available studio hours which can be found on the GNAG website at the bottom of the home page. This schedule changes periodically because of private bookings, between class sessions and around holidays, so please check it regularly.
- Please do not touch other peoples' work.
- Cleaning is a very important part of the pottery making process. If everyone does their part, it is much easier to keep the studio tidy and safe. Please refer to the cleaning guidelines for a full list of required cleaning.
- Full studio members are given a cubby to store their things in and there are designated shelves for work in progress. Please keep all your personal belongings in your cubby and do not use other studio shelves for tools, clay, reclaim or other personal items. We are a busy studio with limited space, so we need to utilize our space wisely.
- Please remove your bisque fired work from the shelf as soon as possible after firing. Pots that are awaiting glaze application should be kept in your cubby or taken home. Members shelves need to be kept clear for work in progress before bisque firing.
- Please remove glazed work from the shelf after glaze firing as soon as possible.
- Members are expected to be considerate of others. Refrain from words, actions and behaviors that demonstrate disrespect for other participants in the studio or staff.

- For health and safety reasons, food is not allowed in the pottery studio. There are comfy seats right outside of the studio if you would like to take a break.
- Members must sign in and out at the front desk when accessing the studio.
- Failure to follow safe procedures, abuse of studio materials, or failure to clean up after oneself will result in loss of studio privileges.

CLEANING GUIDELINES:

Dust from dry clay and glazes is a potential health risk. Silica and other fine particles in the air could cause health problems if inhaled over time. This is why we, kindly, ask everyone to follow our cleaning guidelines below to keep the studio clean and safe for everyone's enjoyment.

Please clean all shared equipment such as banding wheels, rolling pins, bowls, sponges, textures, ware boards, batts, calipers, and scales, before returning them to their designated areas.

TABLES, COUNTERS, AND FLOORS:

- Wash all tables, counters, and sinks and cupboard doors with clean sponges. Sponges need to be rinsed frequently because as clay is absorbed into the sponge it gets smeared on to the surface being wiped.
- Mop the floors with a clean mop. The mop can be rinsed off under the tap or in a bucket of clean water.
- Do not ever use a broom to sweep the floor. Clean thoroughly with a wet mop or sponge. Dry sweeping creates air particles which stay air born for up to 40 hours.

WHEELS:

- Empty any water that is thick with slip from the splash pan into the container in the left side of the sink.
- Any larger pieces of clay or trimmings go in the bucket on the counter by the sinks.
- Do a final cleaning of the splash pan under the running water in the right side of the sink.
- Clean the wheel head, table, foot pedal, and sides of the wheel with a clean sponge.
- Clean any clay that has splashed on to the wall or floor around the wheel.
- Clean any shared equipment and return to appropriate place. For example: bowls, sponges, banding wheels, rolling pins, batts.
- Wipe down the top, legs and underneath your stool.
- Turn off wheel.

GLAZE AREA:

- Clean counters with frequently rinsed sponges.
- Clean glaze bucket and the top and sides of lids.
- Clean glaze drips off the trolley the bucket is sitting on, floors and walls.
- Wash glaze tongs and return to their place behind the sink.
- Brushes used for wax should be washed with warm, soapy water.
- Any glaze being washed off pots and sponges should go in to the “glaze wash” bucket on the shelf to the left of the sink.
- If you are using a carpet remnant to clean the glaze off the bottom of your pots, please make sure it is cleaned thoroughly before returning it to the plastic jug. They can be rinsed off under the tap into the container in the left side of the sink.

SANDING THE SURFACE OF POTS AND DRY SWEEPING ARE STRICTLY PROHIBITED IN THE STUDIO. IF SANDING IS NECESSARY, IT MUST BE DONE OUTSIDE WELL AWAY FROM THE DOOR. DO NOT RUB OR BLOW GLAZE DUST IN TO THE AIR.

Please give yourself time before you leave the studio to clean up. We recommend leaving 15-20 minutes before you leave to thoroughly clean your workspace. It would be appreciated if you cleaned your personal space and one extra thing every time you are in the studio. For example: walls and shelves need constant wiping, or sometimes the clay slop bucket in the wheel room gets messy or the person before you may not have cleaned the floor around the glaze buckets.

This studio is a recreational pottery studio. Production (making large numbers of pieces) unfortunately cannot be accommodated.

GNAG reserves the right to decline renewal of pottery membership if the rules or responsibilities outlined in this handbook are not followed.

If you have comments or complaints about the studio, please address them directly to me at pottery@gnag.ca.

Jen

HAPPY POTTING!