

Studio Disclosure/ Class information:

There will be a limited number of pieces that can be produced during class times or open studio times given kiln usage and storage. You will be able to produce the given amount of "projects" per class including weight, height and thickness; these will be bisqued and glaze fired for your class.

If you produce more, you will have to pay for the firing pending availability.

If you are working in an open studio setting, we cannot accommodate production ware. You will have access to one shelf per month for 1 bisque and 1 cone 5/6 glaze firing. The shelf size is 26"x12".

If you have more than that, you will have to discuss with Molly.

Columbia Clay has the right to remove you from a class session/ sessions if misuse of the studio or personal conduct is disruptive.

Studio Etiquette

- **Treat the people, studio, and equipment with care and respect and kindness**
- **Help each other out and be nice; please do not offer criticism unless it is asked for**
- **Be considerate of others work, do not touch, move or bump work that does not belong to you**
- **If you use the studios tools be sure to clean them properly and put them back where they belong**
- **Help to conserve water! wipe down splash pan with water off, turn it back on for the final rinse**
- **After use, everything needs to be cleaned and returned to its correct place**
- **Clean as you go, always make sure your last wipe is with a clean wringed-out sponge**
- **No 'holding' of pottery wheel while you work on something else**
- **If you are done in one area, do not move to another without cleaning up first**

- After you are done on the wheel, clean wheel, splash pan, table, wheel legs, chair, water bucket
 - Place pedal, cord, and stool on top of wheel, wipe down floor around your wheel with sponge
 - Place clay scraps & slip/slop in recycle bucket; nothing from the floor or sink goes in the recycle bucket. Put it in the trash instead.
 - Rinse out any sponges you've used and put them away clean
 - Make sure to label all of your personal tools with a marker
 - Make sure ALL clay and greenware is labeled with your name & date on masking tape
 - Make sure all greenware is signed on the bottom before putting on the 'to-be bisqued' shelf
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General

- Open studio hours are located on the chalk board and on our website and are subject to change
- Everyone who signs up for open studio must have taken at least one ceramics class at the studio or have prior approval.
- Open studio patrons must be 18 years and older
- Open studio patrons must be knowledgeable and comfortable in how to take their pieces through the entire process (glazing included)
- Anyone picking up finished work outside of class time, should do so during open studio hours only
- Start cleanup at least 20 minutes before the studio closes; you should be totally cleaned up by class or open studio end time.

- **No outside clay or glazes are allowed unless you can prove it is cone 5/6 (show a staff member before using in the studio)**
 - **Wear clothing you don't mind getting dirty; certain clays or glazes may stain**
 - **No foreign objects allowed to be fired in clay without permission of the studio coordinator**
 - **No glazes, slips, tools or studio equipment of any kind should be removed from the studio**
 - **We do not have the facilities to accommodate production work (in this case the definition of production is high-volume work). More than 25 mug sized pieces per month is considered production and is not allowed**
 - **No more than 10 pieces are allowed to be made and or glazed during a single open studio session**
 - **Please take your finished work home with you within 30 days**
 - **Abandoned, dried out or not labeled pieces will be discarded after 30 days**
 - **Regular studio purges occur at least 4 times per year, everything must be taken home during a purge**
 - **The studio is not responsible for pieces that break during the firing process or get thrown out if abandoned for more than 30 days.**
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Storage

- **Cover and clearly label & date any greenware and place on appropriate shelves (excluding kids work)**
 - **Work or clay not properly labeled may be discarded**
 - **No storage space is currently available; please take clay/tools/towels/etc. home with you**
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Glazing

- **We fire our Skutt electric kiln to cone 5/6 oxidation for glazing**
 - **We do not do any single firings- all work must be bisque fired first**
 - **Thoroughly stir all glazes; improperly mixed glazes result in altered glaze composition over time**
 - **Do not cross contaminate glazes; if a glaze is accidentally poured in another glaze, let an assistant know**
 - **When finished glazing, wipe down glaze counter and any excess glaze you've spilled on buckets or floor**
 - **Keep bottom 1/4" of each piece glaze free, make sure to wipe any glaze off bottom with clean sponge**
 - **Push glaze buckets back under counter when you are through, with the labels clearly visible for the next person**
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Safety

- **Wear appropriate clothing and closed toed footwear**
- **No touching/unloading/loading of kilns or any glaze chemicals is allowed**
- **If you are injured, inform an assistant immediately**
- **Any accidents/broken items need to be reported to studio coordinator asap**
- **Keep dust down- this is imperative for everyone's safety**
- **No sweeping/sanding in the studio, it raises silica dust which can stay airborne for days**
- **If you wish to do any sanding do so outside in the back with a mask on and inform the studio coordinator**