



CERAMICS STUDIO POLICIES AND PROCEDURES INFORMATION PACKET

The following information is provided for all program participants to understand the Ceramics Studio operations and procedures. We welcome your comments and suggestions as a means of helping us to continually respond to the interests and needs of our program participants. Classes and studio time are offered through the Ann Arbor Art Center to provide instruction and encourage enthusiasm in the ceramic process. The Ceramics Studio is a multi-purpose facility used for adult classes, youth classes, camps and special workshops.

CERAMIC STUDIO STAFF

The Studio Manager and the Studio Tech run the daily operations of the Ceramic Studio. The Studio Manager and Tech work in conjunction with studio volunteers, instructors and students to make sure a safe, healthy and friendly studio environment is maintained. Studio volunteers (Monitors) assist the manager in maintaining Independent Studio hours. **Monitors can answer basic questions about the studio, they are not meant to instruct or “fill in the gaps” of information missed from unattended classes.**

CLAY:

- Each student enrolled in a full term course receives one, 25lb bag of clay. Slipcasting students will receive an allotment of casting slip.
- Clay for Independent Studio or additional clay must be purchased from the reception desk. Prices and availability vary. Recycled (Pugged) clay is also available for purchase.
- **Only clay purchased at the Art Center may be used in our studio**
- Ask your instructor for information on choices of clay. Our selection is subject to change depending on availability.
- Clay that is being stored in the studio must be in your personal storage space or in labeled class bins
- **Your clay is your responsibility.** Please label your bag, make sure you bag is sealed tightly and do not leave your clay out. The Art Center will not be responsible for replacing lost or dried out clay. Clay must be removed from bins at the end of each term.

INDEPENDENT STUDIO HOURS:

Independent Studio hours are provided when classes are not in session and are designed to give registered students an opportunity to work and increase their skill. From term to term the total number of hours may vary depending on the length of the term.

- Enrollment in an 8 week course includes 24 hours of Independent studio time
- Additional hours can be purchased in 24 or 12 hour passes
- You may only use the studio during posted times. Times are posted online and in the studio.
- You must sign in and out when using Independent studio. Failure to sign out will result in us recording your exit time as the end of Independent Studio.
- Studio equipment such as pottery wheels are limited and available on a first come first served basis
- Independent Studio hours are for Adult Art Center students ONLY
- **Students must be cleaned up and out by posted times! Please do your part to leave the studio cleaner than you found it.**

STUDIO STORAGE:

- The ceramics studio has a limited amount of storage space available for each student and Independent studio participant. Allotments may change term to term based on number of enrolled participants and the needs of the studio.
 - Clay may be stored in bins (one assigned to each class) or on your shelf.
 - Each student will be assigned a shelf at the beginning of term. Shelves are arranged by class.
 - Overflow onto other shelves or common use spaces is at the discretion of the Studio Manager. **If you require extra or unique storage space (ie tall piece storage) please contact the Studio Manager, Tech or Instructor prior to leaving work. Label all work not in your assigned space. The Studio Manager and Tech reserve the right to remove unlabeled projects not on assigned shelves.**
 - **Shelves must be cleaned off by the posted dates at the end of each term.** Registered returning students may leave their work, but may have to move at the beginning of the new term so that their shelf is in their class' section.
- At the end of the spring term every year **ALL WORK MUST BE REMOVED FOR THE YEARLY DEEP CLEAN!**
- The Ann Arbor Art Center is not responsible for personal belongings left in the studio.

STUDIO SAFETY:

- Do not prop open any studio doors. It is violation of building fire code.
- Do not prop open the exterior stairwell door. Propping this door leaves yourself and the art center vulnerable to intruders. If you need to use this door after hours it has a doorbell that can be heard within the studios and be safe exiting the building at night
- Do not attempt to use equipment you have not been trained on.
- Do not touch kilns. Only employees of the Art Center are allowed to load, unload or operate the kilns.

- Students should not be in the basement unattended. If you require clay or other materials your instructor must be with you. Independent Studio participants should seek out a monitor, the Studio Manager or Tech.
- Only employees wearing NIOSH respirators are allowed to touch dry glaze-mixing materials in the basement. **No students are permitted to use these materials.**
- First Aid kits are available in the grey cupboard in Studio 1 or at the Gallery Shop desk
- DO NOT leave children unattended in the studio or kiln room at ANY TIME

Do your part to prevent airborne clay dust:

- Clay and glazes contain materials that can be harmful if inhaled
- If you absolutely need to sand a piece of ceramic please do so outside or within the spray booth and wear a dust mask
- Do not sand or stir up dry clay dust in studios. NO BROOMS!
- Use wet sponges or rags to clean surfaces

FIRING PROCEDURES:

- Please follow glaze firing procedures located in Studio 1
- Students are responsible for placing their work on the appropriate shelves in order to be fired
 - Place work toward back of shelves so they won't need to be moved
 - DO NOT touch anyone else's work to prevent accidents. Ask for assistance if room is needed.
 - Pick up work once fired, **space is limited**
- Sign every piece CLEARLY on the bottom to prevent confusion
 - Keep a record of your work with drawings, notes or photos
 - DO NOT take work that is not yours, if unsure ask your instructor for assistance
 - The Ann Arbor Art Center is not responsible for lost or stolen work
- **Only clay purchased from the studio will be fired**
- **Commercially prepared glazes and underglazes purchased by students must be approved by an instructor, the Studio Manager or Tech prior to submission for firing.**
- Kilns are fired according to the needs of the entire studio
 - Kilns will be fired when there is enough work to fill a kiln
 - Requests will be considered, but it is the prerogative of the Studio Manager and Tech to determine the kiln loading and firing.
- Each piece must pass a set of standards in order to be fired.
 - The studio manager and tech reserve the right to reject work that is unsuitable for firing. **Rejected work will be left on the cart in the middle of the kiln room with an explanation of why it was not fired.**

- Greenware will not be fired if it has not properly dried – consider it may take several days to several weeks to dry depending on the thickness of the piece. Dry your pieces on your shelf.
- Pieces with too much glaze or a bad glaze combination will not be fired
- Consult your instructor if unsure if your piece meets any of these standards
- **DO NOT touch the kilns**
- Dates for LAST WET WORK and the END OF TERM are posted in the studio. Work placed on shelves after these dates will not be guaranteed finished before the beginning of the next term.

PICK-UP OF WORK:

- Allow for at least two weeks after the last day of Independent studio before picking up finished work
- Work can be picked up during regular Art Center business hours

ANN ARBOR ART CENTER MEMBERSHIP BENEFITS:

- An Ann Arbor Art Center Membership can be purchased [on our website](https://annarborartcenter.org/memberships) (annarborartcenter.org/memberships), through the Gallery Shop or through the Registrar
- Benefits for students include but are not limited to:
 - Exclusive Member events
 - Early bird registration for classes
 - 117 Gallery discount

CERAMIC STUDIO CONTACT INFORMATION

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Have a great, creative, and productive term!!!

The Staff and Instructors of the
Ann Arbor Art Center