

# NEW MEMBER ORIENTATION INFO

## *Station 1: Store Area*

1. Welcome to the Ceramics Club. All members must be a resident of SCPD. You must show your resident card when applying.
2. Please sign the daily sign-in sheet upon arrival in the studio.
3. Please wear your name badge when in the studio. Recommended to bring an apron to protect your clothes.
4. Guest privileges are limited to household family members and friends who temporarily reside with the SCPD resident member. Members will be given priority when seating is limited.
5. Future class sign-up sheets are available on “long table.” You must have completed an orientation before taking any classes or using the studio.
6. Store is open Monday – Friday, hours are posted on the front table.
7. Store sells several types of clay, slip, glazes, tools and other items. Just ask your store assistant for more information. If it is out of stock, we may know where to buy it, i.e. Amazon. Note – Firing fee of \$10 for a pug of clay purchased outside of the studio (honor system).
8. All supplies purchased must be paid for with cash or check at the time of purchase. There are no IOUs.
9. We have tools, paint brushes, rulers, scissors and more to use in the studio. As you become more skilled, you can buy tools for your individual use. Please wash and thoroughly clean and dry each tool before returning it to its proper place. Molds and club items may not be removed from the studio.
10. Slip and mold pouring classes are available Wednesdays, 10:00 a.m. Use “Pouring Mold Inventory” notebook to find the location of the mold you would like to use. Sign in on “Pour Mold” clipboard – # of mold, your name and date. When finished, clean the mold using a very damp sponge or paper towel. Mold needs 1 day drying time before reuse. Place cleaned mold on the designated rolling cart next to the front table.
11. Lockers are available for storage of clay and tools. A sign-up sheet for lockers is posted on the bulletin board. Call for availability. Must be a member a minimum of 1 month before a locker can be assigned. Must work in studio at least 2 times per week (on average) for locker space.
12. Dipping buckets for glazes are available for a fee, see pricing chart by back door. This fee is based upon the size of your piece. You must take a dipping class prior to using the buckets.

13. Grinder available after instruction. You must wear protective eye wear. Mask also recommended.

### ***Station 2: Classroom***

1. The tables accommodate 2 to 4 members each. Please be aware if the studio is getting crowded to make room for others to work.
2. Clean up. Tables must be wiped down and dried before leaving. The sink must be cleaned of debris. Your tools and clay/slip must be stored away.
3. Slab roller. Very important piece of equipment. You must get instruction in its use before you use it.
4. Studio etiquette – We all enjoy each other’s company, so please try to remember some are concentrating on their work. Please take phone calls out in the hall. Long-loud conversations with members or visitors are discouraged in the studio.
5. The work in progress shelving is above the back cabinets for work in progress, not storage. If possible, please take your work off the work board, then use a smaller board and leave a note with your name and date on your piece. This allows others to have access to the larger boards and allows more pieces to dry on the limited shelving space. Larger works can be placed to the left side of the shelves where designated.
6. Take all dried works to Room A for first firing. Place on appropriate “Greenware” shelf.
7. We discourage eating meals in the studio and suggest all drinks be covered with a lid.
8. There will be NO spraying of lacquer/sealers, hair spray, glazes or brush applied toxic/volatile materials in the studio. They must be applied outside on the back patio. Mask recommended.
9. No sanding dry greenware in the studio. Cleaning greenware should be done with a wet sponge or paint brush. Sanding bisqueware is to be done outside on the back patio. Sanding clay is a health risk. Mask highly recommended.

### ***Station 3: Room A***

1. During various stages of your project’s completion, be sure to place piece on appropriate shelf – Greenware, Bisque, Glazed – low fire or high fire.
2. Name/initials/logo must be on all pieces or it will not be fired. This allows kiln committee to contact you if problems are noticed.
3. Ask someone if you are unsure as to where to place your piece for firing. Label your piece with any special firing instructions.

4. Please do not touch or pick up anyone's work. Greenware can break very easily.
5. You may store 1 gallon of slip in this room under the shelves on the floor. Make sure it is stored out of the way so as not to cause a tripping hazard and your name and phone number is clearly marked on the lid.
6. There are slump/hump molds available for your use on the shelving unit under the TV.

***Station 4: Kiln Room, Room B***

## **DO NOT ENTER THIS ROOM**

1. The kilns are operated by the Kiln committee only. Kilns can reach 2000 degrees. If touched you can get burned!
2. We encourage you to ask a committee member to let you watch them load a kiln. It is good experience.
3. Pieces can get damaged in the firing process. The club's policy is **YOUR ITEMS ARE FIRED AT YOUR OWN RISK**. Air bubbles in your work may create an explosion of your piece, risking other's work. Please avoid air bubbles and ask for help if needed.
4. Do not remove any kiln equipment pieces from the room.
5. The Ceramics Club does not have the capacity for production work. The Board retains the right to limit firing and establish priority in fairness to all members.