



## STUDENT GUIDE

### IMPORTANT STUDENT INFORMATION

See Open Studio Guidelines on  
[www.iowaceramicscenter.org](http://www.iowaceramicscenter.org)  
for most up to date COVID Policies

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[www.iowa.ceramicscenter.org](http://www.iowa.ceramicscenter.org)

<u>Studio Hours</u>	<u>Office / Gallery Hours</u>
Monday: Closed	Monday: Closed
Tuesday–Thursday: 10 am – 8pm	Tuesday–Thursday: 10 am – 6pm
Friday - Sunday 10 am – 4 pm	Friday - Sunday 10 am – 4pm

‘Where Creativity and Community Meet’

*The Center is a non-profit facility whose purpose is to promote education, appreciation and professional development in the ceramic and glass arts. The Center is a 501(c)(3) not for profit organization supported by earned income, grants, and private contributions.*

## WELCOME TO THE CENTER!

Please use this guide as a reference tool for The Center’s studio policies. There is a lot going on here at the Center; so please explore all of the options we offer.

### Facility Information

- Masks are Required to be in our facility
- Our facility is handicapped accessible, please let staff know your needed accommodations 72 hours ahead of time.
- Watch your personal belongings and leave valuables at home, ICCGS is not responsible for personal property.
- Report any problems or concerns immediately.
- Bathrooms are down the hall near the freight elevator.
- Please do not use your cell phone in The Center.
- New student information is often posted on the bulletin board by the office, on our social media pages and in our newsletter.
- Each student enrolled in the current session will be allotted one shelf. **At the end of the session, students must remove all items from the shelf if not enrolling in the next session; any items left will be considered a donation to ICCGS.**

### Studio Hours

- ONLY students CURRENTLY enrolled in Classes or Open Studio Session may use the facilities.
- Students may use the Center’s facility and equipment outside of class during regular studio hours.
- Children, friends, and pets are not allowed to “hang out” or use the studio.
- Session Dates are posted on our website.
- Scheduled classes, workshops, and private events get space priority. While there is always room to work, access to areas may be limited based upon scheduled events.

### Store Hours

Open during ‘Office Hours’ the store is available for students to purchase clay, tools and glass. The store accepts cash, checks, as well as Visa, MasterCard, and Discover. Basic materials, tools and firing can all be purchased online through our website.

## CLAY

### Wet Work

All wet work should be placed on the Greenware Cart. Work will not be fired until it is dry enough to go in the kiln. Please allow up to 2 weeks for your piece to be bisque fired. All fired greenware is placed on the Bisqued Cart and must be picked up within 30 days.

- All work must be made with clay purchased from ICCGS.
- All work must be signed.
- Work that is too thick, cracking, unsigned, or generally unfinished will not be fired.
- Size limit: work can not exceed 22” W x 22” D x 24” H.
- All work must be moved to the appropriate cart in order to be fired.

### Glazing

Please refer to the full ICCGS Firing Policy:

- Cone 10 Reduction glazes, slips, oxides have **BLUE/GREY** labels
- Cone 03 Electric glazes and slips have **Orange/RED** labels
- Place work on the cart with its corresponding label.
- All work must be measured for volume before going on the Greenware Cart.
- A kiln specific ticket must be filled out, paid for, and placed on the cart with the work in order to be fired.
- Glazing must be completed by the end of your enrolled session.
- You may NOT bring in outside glazes or clays or other materials.
- Students are responsible to pay for any damages they cause to the kiln.

Your work **will not** be fired if:

- Glaze is too close to or on the bottom, too thick or cracking off.
- Glaze is suspected of being for the wrong kiln.
- There is no paid firing slip.

### Firing Costs

Costs per cubic inch include bisque, shop glazes and glaze firing. Full Kiln Load price is one firing only. Glaze loads include shop glazes.

See website for pricing.  
All purchases must be made through our online store.

### Firing

- All firing must be purchased online with a credit card.
- Carts are labeled with corresponding name and color for firing temp and type.
- Many different factors can delay the firing or unloading of a kiln. We will make every effort to process work in a timely manner within our available resources. Please keep this in mind when waiting for your work.
- Cracked, broken, and unsigned work **will NOT** be fired.
- Fired bisque and glaze work will be held for 30 days. Any work left at The Center will be disposed of.
- **Take your work, tools, and leftover clay home with you on your last day of class if you are not already signed-up and paid for the next session.**

### Clean-Up Procedures

It is important to keep the classrooms, open studio, and glaze areas clean. Clay and glaze material left on floors and other surfaces become a fine silica dust which gets circulated through the air. Prolonged exposure to this dust can cause health problems for people who spend a lot of time working in the studios. Please make sure you clean up your spills, trimmings, and slops before they become dust.

- No sanding green-ware or bisque-ware in the studio.
- Pour off water and then put heavy slips into the large slop buckets, marked with your type of clay.
- Clean all wareboards and throwing bats.
- Thoroughly clean wheels, splash pans, stools, tables, floors, and bats after each use.
- After cleaning your wheel, be sure to turn it off and place the stool and pedal on top of it. This lets us know it was properly cleaned and it makes mopping up easier.
- Scrape down wedging and work tables and wedging wires after using them.

- Return glazes to their proper container and location. Clean glaze tables. Replace lids on all glaze containers.
- Return studio tools to their proper location.

## INFORMATION

### Open Studio Rules

- Only registered students in an adult-level class and "Open Studio" session are permitted to work in the Main Studio.
- Anyone under 18 is not permitted in Open Studio or a Class without accompanying adult present.
- Friends and family are welcome to visit on occasion, but are not allowed to use the facilities or "hang-out" (longer than 15 minutes).
- On occasion, the studios will be closed for special events. Watch for postings on the message board.
- This is a non-smoking facility.
- No Pets.
- If you would like to use a piece of equipment, and are not sure how it works, please ask for help.
- Use only clays and glazer purchased through the Center. No exceptions.
- Use headphones for music in the studio.
- Use only your assigned area on the storage shelves. Keep all of your things on these shelves. Do not store anything on the floor.
- Each student enrolled in the current session will be allotted one shelf.

### Helpful Hints

- Check our Social Media for most up to date information.
- Please clean up half an hour before studio closing time.
- The basement studios are designated for private studio use only.

### Weather Policy

In the case of inclement weather, we will inform you of any changes to classes and studio hours through multiple methods:

- Check our Facebook and Instagram page
- Website's homepage – [www.iowaceramicscenter.org](http://www.iowaceramicscenter.org)
- E-Mail – if you are on our list you should receive an email update.

### Evaluations

Class evaluations are available on the ICCGS website. We rely on the information gathered from these forms for guidance in designing and improving classes and offering feedback to our faculty. Please write down any suggestions and concerns you have. Also, please feel free to talk to the Executive Director about any immediate concerns.

### Membership

Membership at The Center includes discounts on all classes and workshops for one calendar year (Jan – Dec). Please see any staff member to inquire about becoming a member and updated policies.

### Resident Artists

The Resident Artist program at The Center is designed to provide emerging ceramic and glass artists with an environment – the space, facilities, time and professional interaction – that will foster and further develop their ideas, skills, abilities and focus as artists. The Center can accommodate up to six Resident Artists, each staying typically for a 12 month period of time. Residents are given private studio space, 24/7 access to the facilities, discounted materials, and teaching opportunities. In return, they help to staff The Center on a daily basis, load and unload kilns, maintain the

<b>Staff</b>		Functional Policies
Ellen Kleckner –	Executive Director (E.D.)	
Lindy Ethier -	Director of Glass Programs	
Dana Danley-Fortier –	Marketing/Programing Coordinator	
Roger Bergen -	Studio Manager	
<b>Board of Directors</b>		
Naomi Hornighausen –	Chair	
Barb Lerew –	Vice-Chair	
Doug Flugum –	Treasurer	
Terry Pitts –	Secretary	
Kristy Butterfield -	Officer	
Julie Anderson-Kigin		
John Beckelman		