



## STUDENT GUIDE

### IMPORTANT STUDENT INFORMATION

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

329 10<sup>TH</sup> AVE SE, SUITE 117  
CEDAR RAPIDS, IA 52401  
319.365.9644

[info@iowaceramicscenter.org](mailto:info@iowaceramicscenter.org)  
[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, silence your phone.
- 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.

## GLASS

### Firing Costs

The glasshouse in the ICCGS Studio must be COE96 and approved by the Director of Glass Programs. Some techniques require different firing schedules. Additional fees may be applied.

<b>Slump</b>	\$0.07/ square inch (per firing)
<b>Tack&amp; Full</b>	<b>\$.05// sq inch (per firing)</b>

### Firing

- ICCGS is an educational base facility, we will make every effort to process work in a timely manner within our available resources.
- Place your work on the correct cart to make sure it is properly fired and in a timely manner. Carts are labeled with corresponding name for fuse temp and type.
- Full fuse work has a smooth feel. Tack fuse will retain textures and the layers will be evident. Slump fuse is used to shape a piece after it has been full fused or tack fused.
- Many different factors can delay the firing or unloading of a kiln. Please keep this in mind when waiting for your work.
- Work that is not glued **will not** be fired.

### Fired Work

- Fired work will be on the fired cart. Please remove your work as soon as possible to accommodate more work as it is removed from the kilns.
- Fired work will be held for 4 weeks (one session) after the end of the class session, the cut-off date will be posted on the board. Any work left at ICCGS beyond that date becomes our property.
- **Take your work, tools, and leftover glass home with you on your last day of class if you are not already signed-up and paid for the following session.** Any tools or materials will be held for 4 weeks (one session) after the end of the class session, the cut-off date will be posted on the board. Any tools or materials left at ICCGS beyond that date becomes our property.

### Clean-Up Procedures

It is important to keep the classroom and open studio areas clean. Glass shards left on the tables and floors become a danger to others.

- Use the dust pans and bushes, located on the red post, to sweep up your area of the table.
- Check your chair for shards of glass and clean if necessary.
- Please sweep the floor under the area where you were working.

- If you used the cutting system, please sweep around that area.
- If you used the grinder, please use a brush or paper towel to clean the Plexiglas surround and the table.
- If you used the saw, please dump the water outside the back door in the gravel area. Dry the water basin with a paper towel.
- Please clean out sink using the sponge on the shelf to the right of the sink or with a paper towel. **DO NOT** use the sponge that is for dishes only.
- Return studio tools to their proper location.
- If equipment needs maintenance, please write a note on the white board. **Do not** attempt to repair the equipment yourself

### Helpful Hints

- Read the white board when you first come in.
- Superglue all open weave projects. **Do NOT under any circumstances** use super glue between two layers of glass, you will get bubbles. **Don't** put anything on top of pieces that are super glued! The glue dries slower than you might think. Superglue must be Loctite professional liquid (blue bottle). **Do not** use any gel superglues, they will leave residue on your piece.
- To help prevent bubbles, when making pieces larger than 8" in diameter/square, it is best to cut the bottom layer to let air escape. You will need to tape (using the green plaid Scotch brand tape) the pieces together so that we can lift it into the kiln without it falling apart. Ask your instructor about alternatives to this technique if you do not want the cut lines to show.
- If you fuse a piece that has bubbles a second time, the bubbles can become larger.
- You can fire a piece upto 3-4 times, anymore than this, it may break in the kiln, especially larger pieces (8x8 or larger) or ones with inconsistent layers.
- The glue burns away in the kiln before the glass softens. This can result in some pieces moving before they are attached, especially small pieces (i.e. balls and stringers).
- **Ask your instructor if you need to use kiln paper. Klin paper only distributed during class.** To conserve the kiln paper, which is very expensive, please place your piece as close to the edge as possible. You only need about a finger width around your piece. When using punches, please use scrap pieces smaller than 2 inches square.
- When making dots/balls, please glue your glass chips to a piece of kiln paper with Elmer's glue and place it into a slumping dish. The piece of kiln paper must lay flat in the bottom of the dish.
- Pieces to be slumped must be paid for before placing on the cart, with invoice number on the firing slip. Clean pieces before placing on slumping mold and cover with paper to

keep it clean. If the mold you want to use is in use, please put a sticky note on your piece with your name and a description of which mold you want and place your piece at the end of the line on the slump cart. (We try to slump in the order they are put on the cart, however only 2 large molds at a time will fit in the kiln.)

- Each mold is made for a specific purpose: slump, drape or drop. If you don't know which mold to use, please ask your instructor. The desired results will not be achieved if the incorrect mold is used.
- Tack fuse and full fuse is fired when we have a kiln load, not every week.
- When using the open studio, please clean up half an hour before any class or workshop so instructor may prepare.
- The area in the basement that is designated for glass is not for student use. If you need a specific glass, please ask an instructor.
- **Glass pieces are not meant to be used in the oven, in the microwave or the stove top. Glass is dishwasher safe, however it can become etched from the detergent.**

## 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 glazes 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

<b>Staff</b>		ent – the
Ellen Kleckner – Executive Director (E.D.)		will foster
Lindy Ethier - Director of Glass Programs		as artists.
Dana Danley-Fortier – Marketing/Programing Coordinator		sts, each
Roger Bergen - Studio Manager		are given
<b>Board of Directors</b>		scouted
Naomi Hornighausen – Chair		p to staff
Barb Lerew– Vice-Chair		intain the
Doug Flugum – Treasurer		functional
Terry Pitts – Secretary		
Kristy Butterfield - Officer		
Julie Anderson-Kigin		
John Beckelman		Policies