



CLAY STUDENT GUIDE

IMPORTANT STUDENT INFORMATION

CENTER EMAIL: info@iowaceramicscenter.org

ASSISTANT DIRECTOR: Mary Wilhelm

STUDIO HOURS:	STORE/GALLERY:
Monday: Closed	Closed
Tuesday - Thursday: 10am - 8pm	10am - 6pm
Friday - Sunday: 10am - 4pm	10am - 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 ICCGS!

Facility Information

Our facility is handicapped accessible, please contact for accommodations 72 hours ahead of time. There is an accessible ramp off the 11th Ave side next to the cherry sculpture.

Our Studios are open format; watch personal belongings & leave valuables at home. ICCGS is not responsible for damage or loss of personal property.

Bathrooms and drinking fountains are down the hall near the freight elevator.

This is a **NON-SMOKING** facility.

STUDIO SAFETY POLICIES

- Report any problems or concerns immediately.
- Please do not use your cell phone in the facilities.
- We ask that you do not come into the studio if you are ill.
- Studio Health & Safety Procedures require:
 - No food to be consumed in either clay or glazing areas
 - Personal listening devices need to be kept at a low volume to hear announcements or emergencies
 - Closed toed shoes must be worn at all times
 - Dry sanding is not permitted and must be done outside or in an approved area.

Store Hours

The Store is available for students to purchase clay, materials, tools, and glass. The store accepts cash, checks, as well as Visa, MasterCard, and Discover. Basic materials, tools, and firings must be purchased online through our website.

Receipts must be shown to a Staff member prior to removing items from the shelves. Staff will be of assistance if you have issues purchasing on our online store.

Open Studio Hours

- ONLY students CURRENTLY enrolled in Classes or our Independent Studio Program may use the facilities.
- Anyone under 18 is not permitted to use the facilities without an accompanying adult registered in the class and present at all times.
- Students may use the 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. Class schedules are posted around the studio for reference or check our website prior to traveling.

COMING TO CLASS

- New student information is posted on the bulletins in the Store/Gallery and on social media. On occasion, ICCGS may be closed for special events.
- Clay/Tools are not required to be purchased prior to the start of class. If you have tools, you are welcome to bring your own.
- For classes: on the first day of class, Instructors will indicate where to find tools, your shelf placement, and demonstrate how to purchase clay.
- For workshops: all materials and firing fees are included in the cost (unless otherwise stated)
- Classes/Workshops start promptly at the scheduled start time.
- 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.

Clean-Up Procedures

It is important to keep the classrooms, main studio, and glaze areas clean. Clay and glaze material left on floors and other surfaces become 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 clean your spills, trimmings, and slops before they become dust.

- The Studio has designated sinks for cleaning up clay and glaze messes:
 - The CLAY ONLY sink holds residual water allowing less contaminated water to enter our waste trap and water systems.
 - The GLAZE ONLY sinks may be used for cleaning glaze tools. All residual material gets collected in our waste trap system.
- Thoroughly clean wheels, splash pans, stools, tools, tables, workspace & floor within 2ft radius.
- Turn off equipment and drying fans after use.
- Return clean items and materials to their proper locations.

All CLEANING PROCEDURES will be demonstrated in class. Leave your work space better than you found it.

Wet Work

“Wet Work” means working with clay straight from the bag. Classes are structured for wet clay demonstrations and working from week 1 to week 6. This allows adequate time for our staff and volunteers to get the work processed in our kilns and finished by the end of the current session.

- All work must be made with clay purchased from ICCGS.
- All personal work must be signed or kept track of by each student, respectively
- SIZE LIMIT: work cannot exceed 22”W x 22”D x 24” H.
- All work must be moved to the appropriate cart in order to be fired.

In progress work past the wet working stage should be placed on the GREENWARE CART. Work will not be fired if:

- is not dry enough, too thick, cracking, unsigned, or generally unfinished.
- is made to function as smoking paraphernalia or inappropriate paraphernalia of any kind.
- applied slips are flaking off or prematurely glazed.
- if the piece is damaged by a volunteer or staff member during the loading process.
- There is no paid firing slip for bisquing.

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.

Firing Costs

Costs per cubic inch include bisque, shop glazes, and glaze firing.

Bisque (only)	\$0.01 per cu in
Low Fire Electric (Cone 03)	\$0.03 per cu in
High Fire Gas (Cone 10)	\$0.04 per cu in
High Fire Gas- Soda	\$0.10 per cu in

Full Kiln Load prices are for one firing only; does not include cost for bisquing. Only covers shop glazes.

See website for all pricing and Kiln Policy information. All firing purchases must be made through our online store.

Firing Information

- You may NOT bring in outside glazes or clays or other materials. Approval from the Assistant Director is required before use.
- A kiln specific ticket must be filled out and placed on the cart with the work in order to be fired.
- All firings must be paid online with a credit card via a QR code or in the Store. Additional payment options are: Apple Pay and Google Wallet. Include your order confirmation number on your firing ticket.
- Carts are labeled with corresponding name and color for firing temp and type.
- Many different factors can delay firing or unloading of a kiln. We make every effort to process work in a timely manner within our available resources.
- Work not making it into any kiln gets first priority in the next scheduled firing.
- A Community Firing Board is posted in the Studio with information (updated in real time) for loading dates, firing type, and unload dates.
- Fired bisqueware and glaze work will be held for 30 days. Any work left on designated pick up carts will be disposed of.

Glazing

- New students to ICCGS are permitted the use of 4 approved High Fire beginner glazes; Wesley Clear, Temple White, Ohata Kaki, and Mark’s Tenmoku.
- All bisqueware must be measured for its volume before being glazed.
- At the end of the current session students are allowed the number of days between their last session date and the next firing to complete glazing.
- Any unfinished work needs to be taken home and brought back when you plan to glaze. No exceptions.
- 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.
- Applied too thickly or cracking off.
- Glaze/Clay is suspected of being for the wrong kiln.
- There is no paid firing slip.

INFORMATION

Using Equipment & Materials

- Only approved/trained Kiln Crew Volunteers and Staff are allowed in the Kiln Rooms.
- If you would like to use a piece of equipment and are not sure how it works, please ask for help.
- Use only clays, underglaze purchased in the ICCGS Store. No exceptions.
- Use only your assigned area on the storage shelves. Keep all your things on your shelf. Do not store anything on the floor, another student shelf, or open surface.
- Be a good person- do not remove items from another student’s shelf or encroach on their personal space.

Weather Policy

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

- Our Facebook and Instagram page
- Our Homepage: www.iowaceramicscenter.org
- Classes- via email info@iowaceramicscenter.org

Become a Friend of the Center

Friends of ICCGS includes discounts on all classes and workshops for one calendar year (Jan – Dec). Please see any staff member to inquire about becoming a Friend and updated policies.

Resident Artists

ICCGS accommodates up to six Resident Artists for 12 month rolling terms. The program is designed to provide emerging artists in clay and glass with the space, facilities, time and professional interaction that will further develop their ideas, skills, abilities, and focus as individual artists.

Residents are given private studio space, access to the facilities, discounted materials, and teaching opportunities. On a daily basis RAs help staff with loading and unloading kilns and maintaining the studio.

This guide was updated 8/2024. Policies are subject to change.