

GLASS STUDENT GUIDE

IMPORTANT STUDENT INFORMATION

CENTER EMAIL: info@iowaceramicscenter.org

DIRECTOR OF GLASS: Lindy Ethier

EXECUTIVE DIRECTOR: Ellen Kleckner

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** or **VAPING** 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 the working area
 - 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
 - Collecting glass shards or small fragments must be done with a brush & pan- wet wiping not permitted.

Store Hours

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

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

Firing Costs

The glass 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.

Slump	\$0.07/ sq inch (per firing)
Tack & Full	\$.05/ sq inch (per firing)

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 names 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 fully 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 30 days 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 30 days 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 and the floor where you were working. Check your chair for shards of glass and clean if necessary.
- After using a cutting system, please sweep around that area.
- After using a grinder, please use a brush or paper towel to clean the Plexiglas surround and the table.
- After using the saw, please dump the water outside the back door in the gravel area. Dry the water basin with a paper towel.

Additional Clean-Up Procedures

- Please clean out the sink using the sponge on the shelf to the right of the sink or with a paper towel.
- Return borrowed 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.
- We only use Elmers glue in the studio for all open weave projects. **Do NOT under any circumstances** use glue between two layers of glass, you will get bubbles. **Don't** put anything on top of pieces that are glued. The glue dries slower than you might think. Glue must be Elmers only. **Do not** use any other glues, as 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 up to 3-4 times, any more 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. Kiln 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 the 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 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 this studio for reference or check our website prior to traveling.
- Please clean up half an hour before studio closing time.

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 COE- 96 glass available 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 on our social media pages below:

- Our Facebook and Instagram page at:
www.facebook.com/iowaceramicscenter
www.instagram.com/iowa_ceramics_center

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 its benefits.

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 in January 2025.

QR for ICCGS Policies and Procedures Website

