

# APPROVED ACCESS POTTERY HANDBOOK

## I. Requirements for Approval

1. Must be at least 18 years old.
2. Must have a current NHAC membership.
3. Must have completed at least one 6-week general pottery class at the North Hills Art Center within the last two years. Two or more are recommended.
4. Must meet with the Pottery Supervisor and be prepared to demonstrate adequate competency of the following:
  - a. Ability to throw a cylinder on the wheel with a height of at least 6”.
  - b. Proper use of the slab roller.
  - c. Proper method of connecting clay to clay.
  - d. Ability to determine if a piece of pottery has been bisque-fired or not.
  - e. Proper method of glazing pottery using bucket and bottle glazes.
  - f. Proper clean-up procedures.
5. When meeting with the Pottery Supervisor, must bring 3 wheel-thrown and 3 hand-built pieces that have been made within the last 3 years.

## II. Registration Policies and Procedures

1. Studio is open to approved working participants only. There will be no guests and no visitors or observers. The “guest” sign-up function on the website is to be used only for other approved members.
2. Participants’ membership status must be current. Participants may be asked to show their card to verify membership.
3. Registration is required prior to each session. Payment of the studio fee is due at the time of registration. Visit the website or call the office to register.
4. Participants may only attend one session per week. Participants may register for Tuesday or Thursday in a given week, but not both.
5. Participants who have not attended in 8 weeks will lose their storage space, all pottery and clay will be reclaimed, and they will be notified that they have been placed back on the waitlist. If, after this time, they decide to return to Approved Access Pottery, they are expected to notify the office.
6. If for any reason a participant decides to leave Approved Access Pottery and they believe they will not be attending for 8 weeks or longer, we ask that they notify the office so that someone on the waitlist can have an opportunity to join.

*The North Hills Art Center reserves the right to amend these rules at any time.*

### **III. Studio Policies and Procedures**

1. This is an open studio. The monitor is not required to instruct but may remind participants of proper techniques and clean up procedures.
2. Approved Access Pottery work may only be worked on during Approved Access Pottery hours, not during general pottery classes.
3. This is a heavily-used community studio. Participants are expected to be considerate and clean up all tables, tools, and wheels when they are done using them. Participants should also clean up the floor in the area they were working, including sweeping around wheels after trimming. Tools are to be cleaned and put away in their respective storage areas.
4. Clay and clay water must not be put down the sink. After cleaning tools, wheels, and hands in a water bowl, please dump water in the buckets on the floor. You may be asked periodically to help dump the water buckets in the back of the building.
5. Participants are expected to reclaim their clay by drying on plaster and rewedging. We do not allow participants to include their own clay in the class clay to be pugged.
6. There is a \$10 minimum credit card charge. Any transactions under a \$10 total may be paid with cash or check.

### **IV. Firing Policies and Procedures**

1. Pottery must be signed and placed on the proper shelves. Work without identification will not be fired. Work that has not been properly cleaned or glazed will not be fired.
2. Participants must be cautious to only fire bisqueware. Glazed greenware will explode in the kiln and is likely to be damaging to everyone's work and possibly also to the kiln elements. It is the responsibility of the participant, not the studio monitors, to check their work. If a participant sends a greenware piece to be fired and it explodes, a \$100.00 fee will be incurred.
3. If a participant applies over 4 layers of Potter's Choice glaze or if the bucket glazes are too thick, there is a risk of the glaze running on the kiln shelf. If this happens, the participant will incur a \$10.00 grinding fee.
4. The studio fee covers your working time in the studio and the bisque firing. Work made outside of the studio will not be accepted. Glaze firing pieces are weighed and charged a firing fee. Refer to the Fee Schedule.
5. All pieces glazed in the studio are weighed and charged a fee even if the participant fires them outside of the studio. Refer to the Fee Schedule.
6. Firing fees are a \$5 minimum charge. This means that any firings with 1 pound of clay or less incur a \$5 fee. Refer to the Fee Schedule.

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## V. Glazing Procedures

1. Remove rough areas from pottery using sandpaper or grinding stone.
2. Wash or wipe down pottery with a damp sponge to remove dust.
3. Let pottery air dry.
4. Apply wax to bottom of pottery (if dipping in buckets or using as waxed resist for dipping or brushing on).
- 5. Turn off wax when all pottery has been waxed.**
6. GLAZE ACCORDING TO THE FOLLOWING PROCEDURES:
  - a. For glaze buckets:
    - i. Select glaze and stir well.
    - ii. Make sure all glaze has been stirred from bottom of the bucket.**
    - iii. If glaze seems thick, have the instructor or moderator look at it. *Do not add water.*
    - iv. Dip pottery into glaze referring to individual glaze requirements for type and number of coats.
    - v. Stir! *Even if you just used the glaze.*
  - b. For glaze jars and bottles:
    - i. Select glaze and stir well.
    - ii. Brush the glaze into the pottery referring to individual glaze requirements for type and number of coats listed on the jar or bottle.
    - iii. Allow to dry between coats.
    - iv. Stir between coats! *Even though you just used the glaze.*
7. Clean glaze from bottom and ¼" up the side from the bottom all the way around and place on the designated shelf.
8. Put glaze buckets back on shelves or designated floor space. Please stack them the same way you found them.
9. Clean your workspace! This includes tables, floor, equipment, etc.

*If you have questions, feel free to ask your instructor or studio monitor.*

## **VI. Fee Schedule**

### **Basic Fees:**

Studio Fee:	\$15.00
Clay (25 lb. bag)	\$25.00
Bisque Firing:	FREE
Glaze Firing:	
1 lb. or less:	\$5.00
Over 1 lb.:	\$4.00/lb.
Raku Firing:	\$5.00/lb.

### **Incidental Fees:**

Greenware Explosion Fee:	\$100.00
Grinding Fee:	\$10.00

*Please note that there is a \$10 minimum credit card charge.*

*For further information, refer to the [Studio Policies and Procedures](#).*