

Art League of Long Island

Ceramic Studio Information & Guidelines

2022-2023

This information is provided to acquaint all students new and returning with the Art League of Long Island's (ALLI) ceramic studio guidelines. Please read this hand out carefully to become familiar with its contents, so we can ensure the safety and smooth operation of the studio.

Health and Safety

If you choose to work within our community, you accept the risks that come with working within a public/shared studio environment. In registering for a class, you acknowledge said risks and will not hold the Art League of Long Island responsible.

- Do **NOT** come to ALLI if you are sick. If you have a temperature of 100.4 or greater, you must stay home and not return until you are fever-free for at least 48 hours.
- Students may not bring visitors into class.
- You may only come to the ceramics studio during your scheduled class, unless you have previously approved a make-up date with your instructor.
- You must exit at the end of each class within 15 minutes of its scheduled end time.
- Non-compliance with ALLI rules may result in being asked to leave the building.
- In case of emergency, exit out the rear door of the studio and proceed to the grass area on the opposite side of the parking lot. Do not re-enter the building until a staff member gives you the all clear.
- In case of active shooter protocol please listen to all instructions given by a staff member
- First Aid kits are located in each studio.
- ALLI is a SMOKE/VAPE free campus.
- All personal items must be taken home at the end of each class. We are not responsible for items that are lost or stolen .
- No student is permitted in the building after closing.

Administration and Ceramic Staff

- Administrative staff is here to help you with registration and clay purchases only. We encourage you to register through the online portal.
- Ceramic Staff is here to answer all questions regarding the procedures and practices of the studio. This includes firings, clay, and general studio protocols.
- Report any studio issues directly to your teacher. If your teacher is unavailable, you may report issues to the Studio Technician.

General Studio Practices

- You may only attend the class for which you are registered, unless previously approved by your instructor.
- Do not handle or touch the work of others .
- Do not handle your work once it has been placed on the Greenware cart as it is extremely delicate while drying .
- If you accidentally damage another's work, leave a note .
- ALLI is a communal environment and accidents happen. Therefore we are not responsible for the loss or damage of work or personal property.
- No storing of personal possessions on class shelves.
- No sanding or scraping of dry/fired clay or glaze inside the studio, please step out the back door.
 - Do NOT use any studio equipment (ie. potter's wheel, slab roller, extruded, grinder, glazes) without proper orientation from an instructor.
- All sharp objects or detachable blades, such as x-acto knives, should be handled with extreme care and caution.

- For your safety and the safety of those around you, we require everyone to wear shoes while in the studio.
- Unclaimed clay bags and work in the glaze cabinet or bisque ware shelves, will be discarded 2 weeks after a session has ended.
- Open Studio sessions are ONLY available to currently enrolled students. Register online by Thursday night to guarantee that the session will be held. Saturday sessions will be canceled without pre-registered students.
- Clean up your area thoroughly before leaving .
- Be courteous, as there are other ALLI classes in session at the same time.

Clay and Firing Policies

- Students may only work with clay purchased at the Art League.
- Only clay with grog is suitable for works to be raku fired.
- Clay must stay in the studio and not go home with students. Students may bring home formed vessels if they need additional time to work on surface decoration such as underglazing.
- If additional time is needed to form vessels, currently enrolled students may register for open studio time.
- Works will be loaded into the kiln in the following order of priority. Please keep these guidelines in mind as you plan your firing needs:
 - 1st priority: pieces 1"-6" in any direction
 - 2nd priority: pieces 6"-12" in any direction
 - 3rd Priority: pieces up 18" in any direction
- Pieces larger than 18" in any direction may not be fired at ALLI.
- At this time we are not allowing glass or glass beads to be included in pieces to be fired, either glaze or bisque.
- If the foot or base of your piece is not properly wiped, it will not be put into the glaze kiln. A note will be left with your piece if it cannot be fired. We **strongly** recommend using wax to ensure glaze will not be present on the bottoms of your pieces.
- Stilts will not be used in the kilns. Please ensure you glaze your pieces accordingly.
- Please allow adequate time for your glazes to dry before using another, as this can cause contamination and reduce the quality of our glazes.
- The Art League of Long Island is an education centered facility and cannot support production pottery. Please be mindful of how many pieces you are producing in a class session as space in our kilns is limited. Works constructed at home and brought in will not be fired.

School Closings & Recess

- In case of inclement weather, you will be notified by email the morning of your class if class is canceled. ALLI follows local school closing procedures.
- The Art League closes for a late summer recess the first two weeks of September and Holiday recess the last week of December and the first week of January. Prior to these recesses, please ensure that any pieces left on the shelves are clearly labeled with your name, all glazeware and bisqued pieces are claimed, and bags of clay are taken home if you are returning to the next session. Any unclaimed pieces on the class shelves and left over clay will be donated to reclaim. Fired bisque and glazeware will be held on to for two weeks of the next session before they are discarded.