

Studio Orientation Information Sheet

Looking Glass Pottery Studio

Greetings! And **congratulations** on taking your last step to becoming a member here at Looking Glass Studio! As you already know, ceramics is a very technical form of art and therefore comes with some rules and precautions that we here at Looking Glass just want to be sure you know. Please pay attention as Dani or Monica show you around the studio and take the time to review this sheet on your own before signing the Membership Contract. Your safety and the safety of your studio mates is important to us.

Tour

During your tour, we will show you the various areas of the space. You are free to ask questions while we explain the various features and locations of the space.

Student/Class Area & Member Area

During your tour, you will notice that we have separate areas for classes and members. Please keep all supplies and equipment on the correct sides. If you are needing particular supplies that have run out on the member side, please contact the studio manager for assistance. Supply inventory for both spaces is kept separately.

Members **MAY** use the student area as an overflow whenever the member area is full, as long as a class or other event is not in session. A Google calendar is available to track the current schedule of events, which you can subscribe to.

Retail Area

Looking Glass also offers a small section of its studio for retail sales. This currently includes pottery or other local vendor sales from the retail shelves at the front of the store. Members are not responsible for stocking or selling items out of the retail space; please refer questions to staff.

Shelving

There is shelving located throughout the studio. Some areas are dedicated for student use, some are for greenware and glaze firing, and others are dedicated for member use. Shelves that are assigned to a member are marked with the member's name. Shelves that are not assigned are **NOT** for communal use.

Personal & Shared Space

We have assigned you personal shelf space for your supplies and belongings in the Member Area. All materials must fit on these shelves while you are not in the studio. Label all personal tools clearly and well, it will be your responsibility to keep track of your own belongings.

We have coat racks for your coats, scarves, and purses, and even a few lockers (those do not need to fit on your shelf while you work).

Shared space includes all table tops, wheels, slab roller, and glaze areas. Please keep these areas clean, somewhat dry, and hazard free while working around others. If the wheels have been occupied and someone has been waiting, be mindful to make room for everyone if you have been throwing for a long time. Honor System 😊

Kiln Room

This room is where you will place your finished green ware and glazed bisque for firing. There are labeled areas on each shelf for your convenience. Your bisque will also be available for pickup in the designated area in this room as well. Be mindful, when the kilns are at top temperature they can be hotter than 2000 degrees fahrenheit so do not set anything on top of them, touch them, etc. Looking Glass staff is in charge of loading, unloading, and maintaining the kilns for the studio so members do not need to be around them.

Member Sink Room

The sink room for members is located in the Kiln Room, just to the left thru the double doors. Never wash clay down the drain, ensure all scrap clay and slip water are discarded into reclaim buckets.

There is another sink room in the student area, which has a similar setup.

Member Door & Key Code information

The member door is equipped with a wifi-and bluetooth-enabled lock. Members will need to work with a staff member to set a personal access code. **You are not permitted to share your phone or keycode with any other person.**

Front Door Policies

The front door will remain locked except during open studio and/or retail hours determined by Looking Glass Staff. Members should use the member door for coming/going whenever

possible. You are permitted to have food delivered to the studio if needed, but please direct them to use the BACK door/member door.

The front door does NOT have an automated/remote lock so it is critical that it is kept locked whenever a member of the staff is not present.

Clay, Glaze, and Cleanliness Policies

In order for the studio to operate efficiently, the studio has a few policies regarding clay and glaze. If there are EVER any questions, please reach out!

Cleaning

Please clean up fully after each personal use of the studio. Leave it cleaner than you found it, as they say. No sweeping - only mopping and wiping (airborne ceramic dust is BAD for your lungs). Each of us cleaning up after ourselves helps maintain an overall clean studio rather than leaving it on any one person to keep it up for all of us. We are in this together! Help maintain our shared community studio.

The studio will have general “all over” cleaning days between student sessions to keep the studio as clean as possible. These dates will be known in advance in case you would like to assist or use that time to clean up your space!

Dust

As mentioned previously, ceramic dust is bad for lung health. Please ensure your shelves, belongings, and tools stay wiped down and do not collect large amounts of dust over time. Properly cleaning before leaving each time you use the studio will help keep dust down overall. Do not dry sand ANYTHING in the studio (unfired, fired, glazed ware, etc), always do so after wetting the sandpaper and piece. We appreciate your dedication to helping keep the dust down.

Clay and Glaze:

We bisque to cone 04 and glaze fire Cone 6 oxidation here at Looking Glass - please ensure your clay and glazes are in line with those firing parameters. If you have ANY questions or concerns please check in with Dani or Monica.

There are times we may choose to do a random single firing of a different temperature or something (ie a low fire glaze kiln or a luster firing) and will always give adequate notice so member work can be added to these firings.

Members are free to fire their wares elsewhere, or take advantage of in-studio firings for both bisque and glaze.

Looking Glass will sell certain kinds of clay, tools, and glaze to students and members, but feel free to take advantage of the local supply shop Brickyard Ceramics & Crafts (located at 6060 Guion Rd. Indianapolis, In 46254) or any number of online suppliers (The Ceramic Shop, Blick Art Materials, Glaze Queen, and more.)

Reclaim:

The studio has a set area for in-house clay reclaim. Please follow the studio reclaim instructions and ensure that no tools or improper materials are dropped into the studio reclaim bins.

Please be mindful that small amounts of personal reclaim stored on your shelves are okay, but buckets will need to remain light enough not to affect the shelf's stability. If you expect to produce large amounts of reclaim let us know and we will give you a low shelf.

Thank you for taking the time to read through this information and for paying attention during the tour and orientation talk given by Monica and Dani. As a member at Looking Glass, your time here should be safe and enjoyable and being aware of safety precautions is a part of that. If at any time you have any concerns or questions please feel free to reach out to management for help. An informed studio is a safe studio.

Happy Making,
Dani and Monica

(here is the part where you get to sign the contract- welcome to Looking Glass, friend!)