



## LibertyTown Arts Workshop Pottery Studio Guidelines

Welcome to LibertyTown's Pottery Studio! Here are a few important things you should know about the room:

### **HOURS**

LibertyTown is open from 10am to 8pm Monday through Saturday and 10-6 on Sunday. The pottery lab is open to the public during these times, except for the times listed on the calendar located on the door to the kiln shed (it's a bright red door directly across from the entrance to the room.) Occasionally we will have a private event in the room as well and will put that on the calendar as well as place signs in the room.

If you ever forget to look at the wall calendar or forget the open times, please feel free to call us at 540-371-7255 and we will be happy to help you!

### **PRELIMINARY STUDIO TOUR**

If you are not a current LibertyTown student and are new to our classroom we ask that you please arrange with the front desk to have a tour of the studio and equipment by one of lab technicians. The cost of the walk through is \$15 and should only take about 30 minutes. The walkthrough will include all of the

### **STUDENTS**

Beginning Wheel or Hand-building Classes (Cost: \$150).

Includes:

- 5 weekly sessions, 2.5 hours each
- Cubby space for duration of course
- Discounts on clay purchases
- Optional participation in our annual Student Show in the gallery each January

It is strongly encouraged to attend all classes. However, a student will be able to make up a missed class with a voucher for 3 free hours of open studio time. This time is independent, without the instructor.

A basic pottery toolkit is required for classes. If a student does not have a tool kit with the necessary tools for the class, they are available at the front desk for \$16. Additional tools are available for purchase at the front desk.

Clay is required for classes and can be purchased for the reduced rate of \$25 for a 25 lb bag. If a student has clay leftover from a previous LibertyTown clay purchase, the student may use that clay before buying new clay. While not in a class, clay may be purchased at the normal rate of \$35 per bag.

## **HOURLY STUDIO TIME**

Open studio time is available during open studio hours only (please check the schedule on the pottery studio door). Potters may be able to use parts of the studio while a class is in session. Check with an employee or teacher with any questions.

### **Hourly Open Studio Fees**

Students: \$3.00 per hour, (billed to the nearest ½ hour).

Non-Students: \$5.00 per hour, (billed to the nearest ½ hour).

## **MONTHLY OPEN STUDIO POTTERS**

Unlimited open studio time is available for \$75 per month, payable the first of every month.

Includes:

- Unlimited open studio time, as defined above.
- Cubby space for clay and tool storage. The cubby will be labeled with your name and is for your use only.
- Clay \$35 per 25 lbs - Includes use of studio glazes, studio slips, bisque firing and glaze firing. Note: any use of outside clay is prohibited. Use of outside glazes, underglazes, slips, or any other materials must be approved by the studio manager prior to use.

## **CLAY**

Regular Rate: \$35.00 per 25 lbs.

Students: (During class session only) \$25.00 per 25 lbs.

Studio Potters: \$30.00 per 25 lbs

Note: Includes use of studio glazes, slips and bisque and glaze firings

Cash & Carry (to be used and fired outside of LibertyTown) \$15.00 per 25 lbs.

NOTE: Cash & Carry does not include any firings, use of glazes or slips.

UMW Student Cash & Carry (UMW clay only) \$14.00 per 25 lbs

Pugged Clay \$ .60 per 1 lb

Non-cash & carry clay price includes: bisque firing, glaze firing, use of studio slips and glazes. Any outside slips or glazes must be approved by the studio manager prior to use and will be fired no higher than to cone 6.

### **All potters are responsible for**

- keeping work labeled with their initials or marks.
- picking up finished pieces in a timely manner. Unclaimed pieces may be removed from shelves after 30 days and stored for additional 30 days, then items will be discarded.
- keeping wheels clean. Wheels must be cleaned and the area around the wheels wiped down after each use with a sponge or wet mop. DO NOT SWEEP; pottery dust is dangerous to breathe.
- keeping tables, counters, and other work areas clean and wiped down after use.
- wiping down all wareboards after use.
- emptying all buckets of clay into appropriate slop buckets, rinsing out buckets, and replacing on the

shelf.

- wiping down the sinks and rinsing out all sponges after use.
- placing all used wash cloths in the “dirty pail” when finished.

In general we ask that you abide by the “Camp Site Rule”: Please leave your area and the tools and equipment you use in better shape than you found them. This helps us keep the costs down and makes the spaces pleasant and useable for the next artists.

## **STUDIO POTTERS**

Monthly Rent: varies by studio

Includes:

- A key to the front door and access to your studio and all available shared LibertyTown space at all times, subject to classes or other events.
- Space must be damp mopped, on a weekly basis to keep dust to a minimum. DO NOT SWEEP; pottery dust is dangerous to breathe..
- Potters are responsible for their own inventory, pricing, pricing labels, etc. All items must be marked with your name or code before they can be purchased through front desk. Codes are strongly recommended to help maintain inventory. i.e.; initials with a numerical code to identify what is sold.
- Studio 27 potters will be provided a display area in the pottery classroom as display space is limited in that studio.
- If a space isn't maintained or an artist does not actively use their space, LibertyTown reserves the right to assign the space to another artist.
- Items may be selected by LibertyTown to be displayed in the Main Gallery, subject to space availability and the sole discretion of LibertyTown management only. Gallery space is not guaranteed.
- Studio potters may buy clay through the front desk at the discounted rate of \$30 per 25 lbs. Outside clay must be approved by the pottery manager. LibertyTown will not fire higher than cone 6 and may approve lower-fired clays on an individual basis. Outside glazes, underglazes, and slips must be approved by the pottery manager prior to use. NOTE: Use of outside clays will require additional firing fees, since firing-related costs are included in our clay prices. Currently this fee is \$.60 per pound, or \$15 for a 25lb bag of clay. See the “Additional Fees” section below for additional details.
- Use of studio chemicals to mix glaze is allowed, with the following stipulations:
  - Your glaze recipe must be reviewed by the pottery manager.
  - You must go through a brief “glaze mixing process” instruction with the pottery manager prior to using any chemicals.
  - Your glaze must be tested prior to production use by mixing a small 400 g test batch and using approved test tiles and saggars. Test tiles and saggars must be reviewed by the pottery manager prior to use on other pieces.
  - Additional fees may apply for some chemicals or colorants (see “Additional Fees”).
  - You must provide your test containers, buckets, tiles, and saggars.

## **ADDITIONAL FEES**

The chemicals in the pottery studio are available for use, and are included in the price of the clay purchased at LibertyTown or the additional firing fees for clay purchased elsewhere. Due to the high cost of some colorants, additional fees may apply.

The pottery manager must review all recipes prior to mixing; this will help us keep a handle on our inventory.

You will be notified if there are any chemicals that will require any additional fee and what that fee will be prior to mixing your glaze. All glazes must be approved through the pottery manager prior to use as described above. Our pottery manager or assistant will gladly assist you with your recipe.

*NOTE: Potters are responsible for testing for food safety, copper and other metal leaching, and any other safety or functional issues. All glazes to be fired at LibertyTown must be tested in a saggar (to be provided by each potter) and approved by LibertyTown prior to use.*

- Mixing fee: If mixing is required by LibertyTown staff, it must be scheduled with the pottery manager and a fee of \$65 applies. Please allow a minimum of 2 weeks to schedule mixing.

The studio manager must be notified of all new glazes being used prior to firing at LibertyTown. All new glazes, new combinations with clays or other glazes, and glaze application techniques must have test tiles and saggars approved prior to use. LibertyTown reserves the right to refuse any glazes that show signs of over-gassing, spraying, shivering, or spotting on shelves or elements.

### Outside clays

- Studio potters may use clay not purchased through LibertyTown, pending approval by the pottery manager prior to use, for an additional fee.
- Studio potters with 3 or more years experience may use outside clay with the following stipulations ONLY.
  - There will be a fee of \$15 per 25lb bag of clay (\$.60 per lb) for all outside clay. This will include all bisque and glaze firings and use of our glazes, slips, and chemicals. Additional fees for some colorants/chemicals may apply
  - The clay must be commercial cone 6 Standard, Highwater, or other established commercial clays
  - If there is a clay you will use consistently and would like LibertyTown to carry, please let us know and we would be happy to consider it.
  - Lowfire Earthenware clays must be purchased through LibertyTown.
  - Handmade, hand dug clays will be **not** be permitted.
  - Approved bisque tests using sacrificial plates of known clay will be required for any clays that we have not already tested.
  - Test tiles are required for any new glaze and clay combinations.
  - LibertyTown reserves the right to disallow any outside clay at anytime.

### Kiln Repair Fees

From time to time, accidents happen and the kiln shelves get damaged. We understand that there is limited control of what happens in a kiln firing. However, if there is negligence (such as not waxing the bottom of a pot or using an unapproved glaze or clay) and damage occurs to the kiln shelf or any part of the kiln, the following fees may be assessed:

Glaze dripping on shelf Nickel size or larger (causing grinding and repainting shelf )	\$10.00
½ Shelf (large of amount of glaze damage causing grinding and repainting/repair of shelf.	\$20.00
Full Shelf damaged beyond repair requires replacement of shelf	market price
Element damage caused by glazing issue	\$100 Small kiln
Element damage caused by glazing issue	\$150 Large kiln

### FIRINGS

All firings will be loaded and unloaded by LibertyTown staff. Please do not enter the kiln area without being accompanied by LibertyTown staff. Schedules will be posted on the calendar on the kiln shed door. Please note, we will try to stick to the schedule as much as possible, however it is subject to change. Kilns are generally loaded on a first come, first serve basis, but the size of pieces and other factors affect what pieces are put in a kiln. If items on the greenware shelf are too wet, they will not be placed in a bisque firing until they are dry enough. We will do our best to have a minimum of one bisque and one glaze firing per week and we will fire additional kilns as availability of kilns and pieces to fire allows. If you need something by a specific date, please put a note with your piece so we can communicate with you and try to help meet the deadline. We appreciate your patience as we try to manage our kilns and whole studio as best we can.