



Arrowsmith Potters' Guild

600 Alberni Hwy
Parksville, BC
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(250) 954-1872

STUDIO PROCEDURES

Studio Members have access to the Studio during Shop Open Hours, unless a class is in session. Studio Members may apply for a key and security code for Studio access after hours, after being members in good standing for 3 months. A key deposit is required.

1. Please sign in/out using the book on the shelf by the door in the studio. Enter date, name, Guild membership number (if applicable), or 'Student' and times in and out.
2. Please bring your own towel and tools with you to work. Remember to take them home!
3. **ONLY CONE 6 CLAY** is fired in the studio kilns. There are many types of **Cone 6** clay available to Guild members and students through the Shop or Vancouver Island Pottery Supply.
4. After throwing on a wheel, remove pots from bats as soon as possible and place on wooden boards. Clean your work areas especially if using red clay.
5. Bats **DO NOT** get washed or immersed in water, as they will warp. Please wipe top surface with a damp sponge and around the edges to clean.
6. After using wedging tables, wheels, extruder and/or slab roller, please ensure all areas you used (floor, sink, water bucket, counters) are washed and cleaned. **CLAY DUST IS A HEALTH HAZARD.**
7. Red work boards and red canvases for slab roller are available for red clay. Be careful with cleanup.
8. The reclaimed buckets are for **small scrap CLAY ONLY**. No large lumps or complete pots please. No dirt, wires, or foreign objects or the clay will be unusable.
9. **There is no drain under the Studio sink.** Empty the bucket under the sink after you have cleaned up. To save your back, empty when half full!! Dump at the west end of the building past the gravel. **DON'T DUMP ON TRACKS.**
10. Cover pots on boards with plastic so they will not dry out too quickly and place only in the **DESIGNATED CUPBOARD** for your class or for Studio Members. Use masking tape to mark your name on the board or in the pot. Pots can look alike and this avoids mix ups. Once trimmed, mark your name clearly on the pot, large enough to read. Unidentified pots may be thrown out.
11. Remember to check your pots in the cupboards so they are not too dry for trimming. It is easy to forget and unidentified pots found untrimmed and bone dry will go into the reclaimed bucket.
12. No one should be touching your identified work in the drying cupboards and likewise you should not handle anyone else's pots unless asked. Monitor your work so it moves through the production cycle from raw clay to bone dry, bisque, glaze and final pickup.
13. Place bone dry pots on the '**TO BE BISQUED**' shelf in the Glaze Room. **DON't** put wet pots on this shelf as drying takes longer here and a wet pot may blow up and damage other pots in the kiln.
14. Place glazed pots on the '**TO BE GLAZED**' shelf in the Glaze Room, and when there is enough for a load, an experienced member will load and fire the kiln. **ANY POT NOT CLEANED PROPERLY WILL NOT BE FIRED.**
15. When there are enough pots in the bisque or glaze areas to fire, they will be fired by one of the members. Kilns can be rented if you have a full load of your own work. Fees for bisque and glaze firings are posted in the Studio.
16. **Prepay** for firings at the Shop. A record sheet will be started for you in the Firings Book at the Shop desk. After the firings, work out all costs and pay the Shop staff. They will record payment and give you a remaining balance.
17. **IMPORTANT:** On December 31, the studio is cleared of leftover works, old clay and unidentified items of each year. Take tools, unfired pots, raw clay and any other items you want to keep home before then. There is limited storage shelf space in the Kiln Area for member use.