

SMFA Fibers Studio

Policies & Procedures

Studio Manager: Vicky Rodriguez
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The SMFA Fibers Studio can support a wide range of fiber processes, with the ability to take roving all the way to finished garment. Both hand-construction and machine use are taught, and some materials are provided for in-class use.

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A208 – Low hazard studio

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Capabilities, Equipment, Materials

Processes & Tools

Spinning

- Ashford Kiwi 3 spinning wheels
- Drop Spindles
- Incredible Rope Machines

Dyeing

- Portable cooktops
- Pots
- Natural and synthetic dyes
- Mordants, fixatives
- Retractable clotheslines
- Dye blocks and shapes

Felting

- Bamboo mats for wet felting
- Felting needles (single and multi)
- Foam

Sewing

- 15 Janome sewing machines.
- Juki industrial serger
- Hand needles
- Notions (bobbins, pins, pincushions, measuring tapes, safety pins, shears, rotary cutters, etc.)
- S/M and M/L adjustable dress forms

Yarncraft

- Crochet hooks
- Knitting needles (straight, double pointed, circular, cable)
- Stitch markers
- Yarn winders
- Taitexma knitting machine

Needlecraft

- 11" Square snap frames
- Embroidery & tapestry needles
- Circular needles
- Upholstery needles
- Q-snap floor frame

Weaving

- Warping boards
- Rigid heddles
- 24" Leclerc table loom
- 24" Macomber floor loom

Other

- Tufting guns
- Irons/ironing boards
- Patterns and iron-on transfers

AND MORE!

Materials

The SMFA Fibers Studio stocks a limited amount of materials **for in-class and assignment use only**. Students must provide their own materials if they wish to use something different or beyond what is provided to them during class.

Studio Consumables (restocked when needed)

Thread for sewing machines & serger
Fabric glues & stiffeners
Dyes & chemicals for dyeing
Pins, hand/machine needles
Pushpins, clips, tape

Course Supplies (restocked once per semester)

Yarn & Embroidery floss
Carpet warp
Wool roving
Cloth & Batting

****Fabric bins are donation-only - bring in your leftovers any time!****

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Access

- As a low hazard studio, Fibers is open any time the building is open.
- Scheduled classes have priority to use any space or equipment. This includes evening, summer, or weekend classes.
 - The Studio Team reserves the right to close the studio at any time. We strive to keep the space accessible as much as possible, but maintenance, safety, and staffing issues do happen. Check the studio door for any notes on closings.
- We strongly encourage studio users to receive training before using the Fibers Studio, whether through class or individual training appointments with the Studio Manager. All users must be in good standing with the Studio Team to use the studio.
- **Users may only use equipment they have been trained on by faculty or the Studio Manager.** Monitors or students may not provide training.
- If you would like to request training, please email the Studio Manager. Note that students enrolled in Fibers classes have priority use of the studio; classes and the Studio Manager's duties take precedence, so your request may not be granted or may be limited.

Basic Safety

This is a LOW hazard studio, but accidents can still happen, so please take care when using the studio.

- We *STRONGLY* encourage use of the buddy system during evening hours.
- IN CASE OF INJURY: Studio Manager cannot provide first aid. If it's more than a small cut, please **call TUPD at 617.627.6911** and a medical officer will be dispatched. If you do not wish for their assistance, please let faculty or the Studio Manager know of your injury as we must fill out an Incident Report. If it's a **serious emergency**, call TUPD immediately at **617.627.6911**. Do not wait for Studio Manager or faculty, just call! **For fire, call 911** and move to safety.
- **Do not use equipment you haven't been trained on.** This is to prevent injuries AND damage to the equipment.
- Be mindful of sharp points on needles, pins, nails in frames, tufting gun, etc. It seems unlikely, but it is possible to sew through your finger on accident.
- Do not use chairs or stools to reach high shelves – if the ladder isn't tall enough, find a Studio Manager to help.
- Do not lift anything that is too heavy for you – ask for help!
- Use gloves when handling dyeing chemicals (provided in the studio).
- Ensure all hot items (cooktops, irons) are turned off and unplugged when you finish using them; allow them to cool before putting them away.
- Tie back long hair and avoid wearing dangly necklaces or long, loose sleeves when using sewing machines or serger.

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- Doors between rooms must be closed at all times, unless a class is using two rooms at a time. These are fire doors and are meant to stop fire from spreading between rooms, so *do not* open them outside of class time. **Do not use A210 door to access A208.** This is a violation of the Tufts Student Code of Conduct.
- SPATIAL AWARENESS: our studio is small and getting busier by the semester. Be aware of where people are around you and stay out of the way of any tools or hot items. Be mindful of how much space you take up with your materials and tools, remembering that surfaces, tools, and equipment are shared.
- LOOK OUT FOR EACH OTHER: We are a community, and we keep each other safe. If you see your peer doing something you know is incorrect and/or unsafe, kindly alert them to their mistake. If you see something that needs the attention of the Studio Manager or faculty, let us know right away.
- Do not use machines while intoxicated or impaired. This applies to alcohol, recreational drugs, and even prescription drugs – if your medication insert says to avoid driving or operating heavy machinery, don't use any of the powered machines (sewing machines, serger, tufting gun).
- INFORM YOURSELF: If you have any concerns about the materials being used in the studio, refer to the Safety Data Sheets (SDS) in the red and yellow binder next to the sink. You have the right and responsibility to know about the potential health hazards associated with the materials you use, and how to protect yourself.
- ASK QUESTIONS: Ask the Studio Manager or your faculty if you don't know how to do something, where a tool goes, where materials are, etc. We would rather take the time to answer your question than to see you hurt yourself or someone else.

Studio Etiquette

Community Guidelines

The specialized studios at SMFA are communal spaces that are used by many people throughout the day. Each user is responsible for adhering to community standards.

This includes:

- Cleaning up after yourself.
- Being respectful of other users' space and artwork.
- Being respectful of equipment and shared resources.
- Not removing non-circulating equipment from its studio.
- Avoiding excessive and/or wasteful use of the materials provided in the studio.
- Reporting issues to the Studio Manager, faculty, or studio staff in a timely manner.
- Adhering to the [Tufts Code of Conduct](#).

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Respect the space and respect your community. The space is shared. Leave it in excellent condition for the next person to use.

- **DO NOT REMOVE ANY EQUIPMENT FROM THE ROOM.**
 - Many classes share the equipment in the room, and anything going missing, even if for a day, can negatively impact someone else's class.
 - The Media Stockroom has sewing machines available for check-out – if you must finish a sewing project off-campus, please use those.
 - Any smaller items, like crochet hooks, knitting needles, felting needles, etc. are relatively cheap and very easy to find in stores and online. If you must complete projects off-campus, buy your own tools.
- Return tools to their designated spot immediately. This *includes* the smaller boxes inside the larger tubs, don't just throw everything in!
- Sewing machine accessories must remain with their machine at all times.
 - Clean out sewing machine with included brush after use.
- Keep yarn, thread, floss, ribbon, etc. as neatly wound as possible.
- Do not use sticky stuff directly on the tables (glue, wax, resin, etc.). Kraft paper is provided for free in the room; use as much as you need.
- Do not cut directly on the worktables. There are large cutting mats next to the dye cabinet.
- If anything breaks, isn't working, or is missing, please inform the Studio Manager right away. This is not to place blame (barring negligent or malicious misuse) but rather to ensure a speedy repair or replacement, or to make sure the equipment isn't unsafe.
- CLEAN UP AFTER YOURSELF!!!!!!!
 - Any materials left behind become studio property – take your stuff with you!
 - Sweep your table, chair, and the floor around you. Use the broom and dustpan or the Dustbuster.
 - Get in the habit of returning everything to its spot immediately. This is good practice in both shared and personal spaces!
- **THERE IS NO STORAGE OF WORK/PROJECTS OR PERSONAL MATERIALS IN A208.** Lockers are available for free through Student Affairs. For oversized item storage, please contact the Studio Manager.
- Some equipment, like rigid heddles, is checked out by students enrolled in courses. Equipment must be returned in its entirety at the end of the semester. Students may be charged for missing or damaged equipment.
- Students enrolled in Fibers courses will have a Fibers Tool Kit checked out to them for the semester. Checked out kits must be returned in good, clean condition at the end of each semester, no exceptions. If you return an incomplete tool kit, you will be charged for replacements. If you fail to return your tool kit, you will be charged the full market value of the kit. You may be charged a cleaning fee for very dirty tools/kits.

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Please adhere to the guidelines set within this document every single time you use the Fibers Studio so we can maintain a safe, functional environment that is welcoming to all. Leave the studio better than you found it. Keep tools and equipment clean and in good shape. Hold yourself and your fellow students to the highest standards, and help us build a strong and successful fibers community!

Initial here to remind yourself that you've agreed to commit to and uphold these guidelines:

Initials

Date

These guidelines can always be found on the Studio Resources website: sites.tufts.edu/smfastudioresources

Notes: