

# **SMFA CERAMIC GLAZE ROOM**

## **POLICIES AND PROCEDURES**

**STUDIO MANAGER: STEPHEN POWERS  
STEPHEN.POWERS@TUFTS.EDU**

The SMFA Glaze Room is equipped with all the raw materials and tools to calculate, formulate, and glaze ceramic wares. There are various hand tools, a spray booth, measuring tools, and safety equipment.

## STUDIO ACCESS

Students will receive access to the Glaze Room after attending a studio orientation. The orientation is typically given by a faculty member during a Ceramic class.

Students wishing to use the Glaze Room who are not enrolled in a Ceramic class AND/OR are seeking to pursue an on-going project in Ceramics must schedule an orientation with the Studio Manager. Please be aware that space may be limited in the studio due to the high volume of users.

All users must complete a safety training to gain access. If a user wants to mix glazes, they must complete a training specifically on the use of the Nederman air handling unit.

## FIRING PROCEDURES

**Please follow glaze firing procedures located in the Glaze Room.**

**Please follow glaze firing procedures located in the Glaze Room.**

- Students are responsible for placing their work on the appropriate racks to be fired. The racks are located in the glaze room and labeled cone 6 or cone 10
- If you have special requirements for firing, please email [stephen.powers@tufts.edu](mailto:stephen.powers@tufts.edu) with the heading **special firing request**.
- Place work toward back of shelves so they won't need to be moved.
- DO NOT touch anyone else's work to prevent accidents. Ask for assistance if room is needed.
- Pick up work once fired, space is limited.
- Sign every piece CLEARLY on the bottom to prevent confusion.
- Keep a record of your work with drawings, notes, or photos.
- DO NOT take work that is not yours, if unsure ask your instructor for assistance
- The SMFA studio team is not responsible for lost or stolen work.
- Only clay from the studio will be fired.
- Commercially prepared glazes and underglazes purchased by students must be approved by the Studio Manager or assistant prior to submission for firing.
- Kilns are fired according to the needs of the entire studio.

## SMFA Ceramic Glaze Room

A010

Studio Manager: Stephen Powers

[Stephen.Powers@tufts.edu](mailto:Stephen.Powers@tufts.edu)

- Kilns will be fired when there is enough work to fill them.
- Requests will be considered, but it is the prerogative of the Studio Manager and assistant to determine the kiln loading and firing schedule.
- Each piece must pass a set of standards to be fired. Glaze must be of a proper thickness. Bottoms must be wiped clean ¼" from the bottom. If multiple glazes are used on a piece, it must be placed on a cookie.
- The studio manager and tech reserve the right to reject work that is unsuitable for firing.
- Rejected work will be left on the cart in the middle of the drying room with an explanation of why it was not fired.
- Greenware will not be fired if it has not properly dried – consider it may take several days to several weeks to dry depending on the thickness of the piece.
- Dry your pieces on your shelf.
- Pieces with too much glaze or a bad glaze combination will not be fired. Consult your instructor if unsure if your piece meets any of these standards.
- DO NOT touch the kilns.
- Dates for LAST WET WORK and the END OF TERM are posted in the studio. Work placed on shelves after these dates will not be guaranteed finished before the beginning of the next term.

## PICK-UP OF WORK

- Allow for at least two weeks after the last day of the firing schedule posted before picking up finished work.
- Work can be picked up during regular SMFA hours in the designated areas in the main studio.

## SAFETY AND EMERGENCY PROCEDURES

- Do not prop open any studio doors. It is a violation of building fire code.
- Do not attempt to use equipment you have not been trained on.
- Do not touch kilns. Only the SMFA studio team is allowed to load, unload, or operate the kilns except for the test kilns. Test kilns are available ONLY with prior approvals.

## SMFA Ceramic Glaze Room

A010

Studio Manager: Stephen Powers

[Stephen.Powers@tufts.edu](mailto:Stephen.Powers@tufts.edu)

- Students should not be in the kiln room unattended. Independent Studio participants should seek out a studio worker, the Studio Manager or assistant if you have specific firing requirements.
- Only students that have participated in an authorized training are allowed to touch dry glaze-mixing materials in the glaze lab. No students are permitted to use these materials without training.
- Do your part to prevent airborne clay dust:
  - Clay and glazes contain materials that can be harmful if inhaled.
  - Do not sand or stir up dry clay dust in studios. NO BROOMS!
  - Use wet sponges or rags to clean surfaces.
  - There is NO dry sanding in the studio.
- There is NO food or drink allowed in the studio.
- If there is an emergency or injury call TUPD immediately at 617.627.6911 Do not wait for staff or faculty, just call.
- There are no stupid questions. If you do not know where something is or how to use something, please ask a member of the staff.

## SMFA STUDIO POLICY VIOLATION GUIDELINES

This document outlines the actions which the Studio Team may take in order to keep studio users accountable for not adhering to Studio policies.

### TYPES OF STUDIO POLICY VIOLATIONS

The following types of actions either violate the Tufts Student Code of Conduct or create inequity or hazardous conditions in the studios. Definitions marked by \* are from the Tufts Student Code of Conduct.

- **Cleanup issues:** Disregarding established cleanup procedures, which are shared by studio managers and/or faculty and may be posted in the studios
- **Misuse of equipment:** Using equipment in a way that is potentially harmful to the studio user or is likely to cause damage to the equipment

## SMFA Ceramic Glaze Room

A010

Studio Manager: Stephen Powers

[Stephen.Powers@tufts.edu](mailto:Stephen.Powers@tufts.edu)

- **Misuse of consumables:** Using studio consumables excessively or not for their intended purpose
- **Property Damage and Vandalism\*:** Unauthorized conduct that is reasonably likely to or does cause damage, destruction, or vandalism of Tufts property
- **Safety violations:** Disregarding posted signage or instructions from studio managers or faculty or participating in reckless behavior that endangers the studio user or other studio users
- **Theft and Possession of Stolen Property\*:** Unauthorized taking of property or possession of property that a studio user knows or reasonable should know was obtained through theft
- **Unauthorized access/entry\*:** Entering an access-restricted area by circumventing established security procedures (e.g., using another person's credentials, tailgating authorized individuals into a restricted area)
- **Unauthorized removal of equipment from studios:** Taking equipment from one studio to another, or to private studios, without permission from the studio manager.
- **Violation of other studio policies as stated in the studio-specific policy documents**

## ACCOUNTABILITY ACTIONS

The following steps will be taken when studio users violate studio policies in any of the ways listed above.

1. **First violation:** A reminder letter will be sent to the studio user via email, and relevant faculty may be included in the email. The Studio Team may require studio user to be re-trained, correct the situation, or take financial responsibility, depending on the circumstances.
2. **Second violation:** A notice of warning will be sent to the studio user via email, which the studio user can choose to accept or contest through the Student Conduct Resolution Procedure, facilitated by Student Life.

**SMFA Ceramic Glaze Room**

**A010**

**Studio Manager: Stephen Powers**

**[Stephen.Powers@tufts.edu](mailto:Stephen.Powers@tufts.edu)**

3. **Any additional violation:** Studio users will receive formal notification of the initiation of the Student Conduct Resolution Procedure. This process may result in formal sanctions above a warning and could include restrictions on studio use and access.