

As a Student at Ruby's, you have many opportunities and a few responsibilities as well. This information sheet gives a general overview of both. Please read it, and ask your instructor if you have any questions. -Thank you

# Ruby's Clay Studio & Gallery

## Guidelines & Procedures

### Community

**Studio Hours** - Manager's hours are posted. Presently they are: Mon., Wed., Thurs. & Fri. 9 - 1pm, Wed. eve. 5:30-9, and Tues. & Sat 12:30-4:30pm. The studio is open during these hours and whenever a key holding member is present at the studio (which is often). If you want to be sure someone is present before you come, call the member phone line 415-437-1642. Key holders are responsible for notifying others when they are leaving and making sure the studio is secure before they leave. They will give you notice when they plan to leave. Please give yourself enough time to clean up so you are ready to leave when requested.

**Security** - At night, the studio is sometimes kept locked even when people are present. If there are lights on, knock on the door and someone may come to let you in. If the door was locked when you arrived please remember to lock it behind you or tell those remaining to do so. The main work area should never be left unattended. If you are the last one leaving this area please let others know you are leaving so that they may secure the door behind you.

**Dealing with Visitors / Sales** - Please keep an eye out for visitors. Be courteous - we were all visitors once. Help them if you can. If you can't, please refer them to someone more experienced or kindly ask them to contact a manager during manager hours.

**Answering the Phone** - The member phone is for all members and students to share. If you occasionally get calls on it, please help to answer it. Keep conversations short. You don't need to take messages for other studio members - but neither should you expect others to take messages for you.

**Kitchen Use** - If you use the kitchen clean up after yourself. A general warning - food left on the kitchen table tends to get eaten.

**Community and Class Storage Areas (Damp-room, Class Shelves)** - Read notices in these areas for information about specific rules and policies. Make sure to observe the firing deadlines for your class and complete work by these dates. Don't expect managers or instructors to exempt you from deadlines. If you are concerned that your work may be purged because you did not meet deadlines, you should contact a manager to complete it through the drop-in program or take the work home.

**Limits to Services** - Students do not have all the same services as locker holders. They do not have access to mixing glazes, using non-class kilns, ordering clay or using member storage area (except the damp room for overflow). Please respect this limitation.

### Studio Hygiene

**Dust** - Clay dust (or Silica) can be very dangerous to potters over a long period of time. The chronic blockage of the lungs with silica is known as Silicosis. Some dust in a clay studio is inevitable - but it's still important to keep dust at a minimum. **No dry clean-up!** There is no sweeping, or sanding inside the studio. Always clean dusty areas with a damp sponge.

**Cleaning Your Wheel** - Leave your wheel, stool and area under and around your wheel spotless. Sponge the entire surface with a damp sponge. Then you must mop under and around the wheel - even if it is relatively clean already. This procedure helps keep dust to a minimum.

**Cleaning tables** - The same standard is true for tables as with wheels. Gather and dispose of any clay pieces, thoroughly sponge all surfaces, then mop under and around the table.

**Wedging Table** - This table is for wedging clay only. No hand-building or drying of clay on this table. You may dry clay on the plaster counter behind the slab roller. Please don't forget drying clay! After wedging or drying, scrape the surface with the plastic rib. Gather and dispose of

clay scraps. Then, sponge the surface until it is spotless. Make sure to use the proper side of the tables based on the color of the clay you're using (light/dark).

**Community Glazing Area** - This area has more rules and procedures than can be listed here. Make sure you read and follow all posted information in this area. Never leave spilled glaze on the floor or other surfaces. Always replace bucket lids when you're not using a glaze. When done, wipe down surfaces, clean the tools you used and mop the area where you worked.

**Glaze Mixing Room** - Please don't experiment with anything in this room. It is extremely easy to contaminate glaze chemicals. Many can also be hazardous if handled incorrectly. Very light cleaning can take place in this room but the sink can not handle any clay. All clay clean-up should take place in the pug room.

**Pug Room** - Take all throwing water and clay that is liquid or hard to this room to be recycled. More information about recycling can be found in this room. Do not fill the barrels over capacity. Do not use running water when it is not absolutely necessary.

**Community Tools** - Tools such as the slab roller, and the clay extruder are available for your use just as simpler tools like bats, chucks and water buckets are. You are expected however to treat all tools with respect and understand their proper operation before using them. Directions for usage are either posted next to tools or are available from your instructor. It is your responsibility to read operational directions before you use a tool. Your instructor can help you if you have questions about proper usage. You may be held responsible for damages to a tool if it is evident you took no precautions to understand its proper usage or have disregarded them.

## Clay

**Clay Bodies** - Class firings use only cone 10 clay bodies. Do not bring or use clay other than that sold at the studio. Because other, lower fire clays, are highly destructive in cone 10 firings you may be held responsible for any damage they cause even if it was unintentional.

**Buying Clay** - Ruby's sells three cone 10 clays from the clay closet (Soldate 60, and B-Mix). You will receive a free bag of clay with your class. You can also purchase these clays during manager's hours from your instructor.

**Recycled Clay** - Pug clay is \$2 per tube. Bags may contain one or two tubes. Payment for this clay may be left with a note in the manager's lock-box.

**Recycling** - Please make sure to read and observe all procedures for recycling clay. These are posted in the recycling room. If you have any questions, ask your instructor.

## Etiquette

**Code of Conduct** - Ruby's is dedicated to providing a harassment and bully free experience for everyone. We do not tolerate harassment or bullying in any form. Our Code of Conduct outlines our expectations for all those who participate in our community, as well as the consequences for unacceptable behavior. Studio users and visitors violating these rules may be sanctioned or expelled without a refund at the discretion of management and the board. We invite everyone to help us create a safe and positive experience for everyone. Please review the Code of Conduct for more information.

**Wheel Use Etiquette** - Generally there are seldom times when all wheels and tables are being used. When this is the case, please make room for others who may need to share table space to work, especially if your work is somewhat spread out.

**Leaving Work** - It is generally not a good idea to leave unfinished work on wheels or tables during busy periods or over long periods of time. If you do leave work, please tell others when you will return and leave a note.

**Hand-building Tables** - Hand-builders have priority over throwers who want to work on tables.

**Other People's Work** - Use caution in the damp-room and other storage areas. Try not to handle other people's work if you can avoid it. If you do need to move something, use both hands, and gently lift it from as close to the foot as possible. Never grasp a piece by its rim. If you do break someone's work, please, either contact them or a manager to let them know of the accident.