

The Raglan Community Clay Shed Handbook

January 2017 Edition



Old School Arts Centre

Introduction

Welcome to this edition of the Clay Shed Handbook. The Clay Shed Handbook is a living document and will be updated as things inevitably change and evolve at the Clay Shed. The latest edition of the Clay Shed Handbook will always be available in the Clay Shed, on-line at the Raglan Community Arts Centre website and from the Clay Shed Administrator, Raglan Old School Arts Centre.

The Clay Shed is a community facility and is affiliated to the Raglan Community Arts Council. It is located at the rear of the Old School Arts Centre, Stewart St, Raglan.

Joining the Clay Shed

Please contact the administrator or other Clay Shed member who will assist you with joining the Clay Shed Community. Once you are a member of the Clay Shed Community, you may use the Clay Shed at any time outside class times (cost is \$3 per session – into the moneybox). You are also invited to all group firings (Raku, Primitive etc.)

Annual membership Raglan Community Arts Council – all Clay Shed members are required to join the RCAC (to be renewed annually on 1 st April)	\$10
Clay Shed Membership (to be renewed annually on 1 st April)	\$10
Key Deposit – enables access to the Clay Shed at any time outside class times or other prior bookings (optional)	\$20
Clay Shed Membership for Organisations - annual fee	\$40

As a community facility, all who use the Clay Shed are responsible for its care. The only way for the Clay Shed to function well is for all users to fully appreciate that each one of us have obligations – to the facility and towards each other. The following tactics will ensure the smooth running of the Clay Shed.

Communication

- Please make sure that the administrator has your current contact details.
- Please add your personal clay 'mark' and 'phone number' to the list on the wall. Try and make this unique so it stands out as yours. This is your mark, which you place on all your pots. This way Kiln Operators will know which pots belong to whom.
- There will be notices posted in the Clay Shed from time to time. Please take the time to read these, as they will be relevant to all Clay Shed users.
- We mostly use email or texting to stay in touch with Clay Shed members.
- Please liaise with Kiln Manager or Kiln Operators for all firing matters. All contact details as below:

Name	Email	Phone	Mobile
Jenny Penfold: RCAC Arts Admin. (Jenny manages Clay Shed Admin)	jenny@raglanartscentre.co.nz	825 0023	-
Susanne Giessen-Prinz (Kiln Mgr.)	lebensfreude@xtra.co.nz	825 8800	0274 290 480
Jodi Prinz (Tutor/Deputy Kiln Mgr.)	misspopinjaycreations@gmail.com	825 7319	0274 247 277
Heather Cunningham (Tutor/Deputy Kiln Mgr.)	heather@crofter.co.nz	825 7047	0274 726 822
Karron Campbell (Tutor/Deputy Kiln Mgr.)	karron.campbell@yahoo.co.nz	825 5700	-
Byron (Tutor/Deputy Kiln Mgr.)	bepdelves@gmail.com	-	021 554 703

Working in the Clay Shed

It is a rare day that you would be working in the Clay Shed on your own. Please be conscious of other potters – use of space, noise, making of dust, fumes, etc.

- Clay Shed members may not use the Clay Shed during 'Class Time'. Classes include: Kids Clay, ClayTime Plus and various workshops held from time to time.
- Find out where tools and equipment are kept in the Clay Shed.
- Make sure you return cleaned tools and equipment to their appropriate place when finished working so that the next user will find it easily.
- No tools or equipment is to be taken from the Clay Shed without authorization of a Tutor or the Clay Shed Administrator. These must be returned within a week in normal working order.
- The sink has a CLAY TRAP beneath it.
 - Unfortunately, the tap has a tendency to drip or just keep running ☹ Please double check that it is turned off completely or the gully trap will overflow (very messy)
 - All cleaning of clay from tools etc. should be completed in a bucket situated in the sink.
 - Please empty the bucket by pouring only SMALL amounts SLOWLY down the sink & into the trap. The trap empties very slowly. Do not allow it to overflow (watch the sink as you empty the bucket).
 - Large amounts of water/clay mix can be emptied into the bushes area (NB: NOT glazes).
- Always clean surfaces (includes tables, benches & floors) when you have finished your session of work in the Clay Shed.
 - Clean your own work area then clean some other part of the Clay Shed – Many hands make light work!
 - There are mops and brooms available for wet cleaning of floors to keep dust down – important for everyone's health.
 - Dry off tables with a towel after a wet clean – this helps remove all smears or residual clay.
- Avoid creating dust or fumes inside the Clay Shed when other potters are present.

- If grinding or sanding go outside.
- Notify all potters present if you intend to mix glazes so they have the opportunity to don masks.
- Remember your own health too ☺

Storing pots

We have very limited storage capacity at the Clay Shed. Please take pots home as soon as they are finished.

- Please do not fondle or handle other peoples' pots!
- Place pots on the appropriate shelves as indicated (Greenware, For Bisque, Bisqueware, Glazed Pots for Firing, Finished work).

Charges

These are charges on top of your membership fee:

Session Fee

- A fee of **\$3 per person** for each session in the Clay Shed. This fee is critical for meeting our running costs and there is no excuse for not paying this essential fee.
- Please place session fee into the cash box each time you attend the Clay Shed or pay by e-banking
- Session Fee includes members' Wednesday Clay Play night.
- If you bring a guest for a working session at the Clay Shed the fee is \$5 session fee. Such a guest will be your responsibility regarding all aspects of the visit, session and firings.

Clay

- We have a range of clay bodies available at a good rate for members as we purchase bulk supplies of: Hand Building (stoneware, SP15 all- purpose white), Throwing (stoneware), Terracotta (sculpture, hand building or wheel), Buff & Red Raku clay, Paper Clay and reconstituted clay.
- Please check notice board for current charges as these change from time to time.
- Make payment for clay either via:
 - EFTPOS (not credit card) in Old School foyer (see an administrator for making transaction) then place receipt in labeled envelope (your name, date, all details) into the cashbox on wall **or**
 - Place correct cash in labeled envelope (your name, date, all details) into the cashbox on wall, **or**
 - Pay by e-banking. Include details of item and your name with payment in the cashbox.
Kiwi Bank: 38 9018 0232468 00
- If you bring your own clay, please ensure it fires within the range we use to undertake general firings. If you are unsure, please discuss with the Kiln Manager or Deputy.

Firing and Firing Charges

All care is taken with handling and firing of work, but accidents do happen during handling and firing due to the fragile and volatile nature of clay.

Individual pieces:

- Individual pieces are charged based on volume. Please see full instructions on firing charges for individual pieces on the 'Firing Sheet' at the end of this Handbook.
- Please enter all details on your own **Personal Firing Sheet** for each piece you fire through the Clay Shed.
- Make payment either via:

- EFTPOS (not credit card), machine is in the Old School building, then place receipt in labeled envelope (your name, date, all details) into the cashbox on wall in the Clay Shed
or
- Place correct cash in labeled envelope (your name, date, all details) into the cashbox on wall
or
- Pay by e-banking. Include details of item and your name with payment in the cash box.
Kiwi Bank: 38 9018 0232468 00

- **Please note: all pieces must be measured and paid for prior to being placed on the ‘shelf for firing’.**
- Items will not be fired unless they have been paid for!
- Complete the ‘Firing Info Label’ (stationary drawer in Clay Shed), and attach it to your pots on the appropriate shelf ☺
- Please take care when applying glaze. This can run onto the kiln shelf or other people’s pots. If your piece is stuck to the kiln shelf, you will be responsible for replacing it ☹ (& cost is \$100+ per shelf!)
- Unclaimed items (bisque or glazed) will be held for 2 months before becoming the property of the Raglan Community Arts Council. These may be sold or otherwise disposed of.

Firing charges (whole kiln):

From time to time, for example during school holidays, the kiln may be available to be used by an individual for a firing. Please make requests for whole kiln firing to Kiln Manager.

- Bisque firing \$36
- Glaze to 1150 \$40
- Glaze to 1250 \$46
- And small objects (6 cm or less) min. \$1 each
- All other items in shared firing: refer to ‘Firing Sheet’ to calculate cost.

The Library

Over the years we have purchased or been the recipients of a large number of books covering a huge range of topics related to ceramic work. Some of these books are no longer in print. They are a resource for us all now and into the future.

- Please record any books removed from the library (notebook in stationary drawer).
- Avoid holding the books at home for longer than 1 month.
- Please take care of these books, journals and other documents.

Equipment

Ceramic equipment can be expensive. Please take care when using Clay Shed gear. If you don’t know how to use equipment DON’T USE IT. Find someone who does know and have fun learning a new skill ☺

- If anything in the Clay Shed gets broken or needs replacing, please make a note of these on the notice board.
- If there are new items that you think would benefit all members, make a note on the notice board.

Security

- If you wish to access the Clay Shed you will either need a key or attend with someone who has a key
- Keys are available from the Administrator - \$20 deposit.
- Ensure the whole Clay Shed is shut and locked when leaving.
- Turn off all lights , fans or heaters when vacating the Clay Shed.

- There are security lights outside the Clay Shed – please notify the Administrator if these are not working.
- Take care of your own safety in regard to working alone at night – we are all precious ☺

Raglan Community Clay Shed Firing Sheet

2016 Firing Charges:

Measure each piece and find out how much it costs to fire.

NB: Firing charges are based on a shared full kiln load.

The charges on this sheet are for **1 bisque and 1 glaze firing** (2 firings only for each piece) and includes oxides, underglaze colours and clear glaze.

Abbots Special Glazes and Paintable Glazes are charged **separately**.

	cm	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	70cm					\$50	\$55	\$60	\$65	\$70	\$80
	60cm					\$40	\$45	\$50	\$60	\$65	\$70
	50cm					\$30	\$35	\$45	\$55	\$60	\$60
	40cm					\$26	\$30	\$35	\$45	\$50	\$55
	35cm				\$20	\$24	\$28	\$32	\$40	\$45	\$50
	30cm		\$14	\$14	\$16	\$22	\$26	\$30	\$36	\$40	\$46
	24cm		\$10	\$12	\$14	\$18	\$22	\$26	\$30	\$36	\$43
	20cm	\$5	\$8.50	\$11	\$10	\$16	\$20	\$23	\$26	\$30	\$40
	16cm	\$4	\$7	\$8.50	\$9	\$14	\$15	\$18	\$23	\$28	\$35
	14cm	\$3	\$5	\$7	\$7.50	\$10	\$13	\$16	\$20	\$25	\$30
	10cm	\$2	\$4	\$5	\$6.50	\$8.50	\$10	\$14	\$16	\$20	\$25
	6cm	\$1	\$3	\$4.50	\$6	\$7.50	\$8.50	\$10	\$12	\$14	\$16
	cm	6cm	10cm	12cm	16cm	20cm	24cm	30cm	35cm	40cm	45cm

Note:

- If you use your own glazes and decoration material **deduct 20%** of the firing charge
- **To calculate the width of a piece** that is not square or round: add together the width and depth of the piece and divide in half. This is the average width of work and is used to calculate your firing charge.
- **Minimum charge** is per item = \$1.00

Raglan Community Clay Shed Personal Firing Sheet

Members /Students Name: _____

Contact 'Phone No: _____

Date	Description and amount	Balance paid and date
	Please make sure money has been paid before you want your work fired.	
