



The Raglan Community Clay Shed Handbook

Introduction

We are delighted to welcome all members of the Clay Community 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, online at the Raglan Community Arts Centre website and from the Old School office.

The Clay Shed is a community facility operated by the Raglan Community Arts Council. It is located at the rear of the Old School Arts Centre.

Joining the Clay Shed

Please contact the OSAC office or other Clay Shed member who will assist you with joining the Community Clay Shed.

If you are new to clay, we provide regular adult beginner clay courses, which give a good overview of hand-building techniques and of using the Clay Shed. These tutored courses include membership in the fee.

Once you have completed a course and are working confidently, you can join the Members' Clay Play sessions. These sessions are held Wednesdays 5pm - 8pm. Other members are available for support although you should expect to be managing your own work at this time.

After 3 months, it is expected you will have learnt how to operate within the Shed with confidence. If you wish, and subject to the approval of the Clay Shed Co-ordinator you can apply to obtain a lockbox code so you can use the Clay Shed whenever it is free ie there are no previous bookings including classes and workshops. The Shed must be vacated at least 45 minutes prior to any existing booking.

This facility is only available to confident clay users who are fully briefed on the use of equipment and Clay Shed etiquette and who have demonstrated themselves to be thoughtful, tidy and trustworthy.

Cost for each use of the Clay Room (including members' night) is \$3 per session using a concession card (\$30 for 10 sessions valid 6 months from purchase) - please purchase a concession card during office hours 10am-2pm. Without a concession card the charge will be \$5 per session.

As a member, you are invited to all group firings (Raku, Primitive etc.). Additional costs may apply.

Annual individual membership of Raglan Community Arts Council – all Clay Room members are required to be financial members of RCAC (to be renewed annually on 1 st April)	\$10
Individual Clay Shed Membership - in addition to RCAC membership (to be renewed annually on 1 st April)	\$10

As a community facility, all who use the Clay Shed are responsible for its care. **The Clay Shed equipment is not insured for damages, each member will be expected to pay for damages resulting from neglect or misuse.** The only way for the Clay Shed to function well is for all users to fully appreciate that each one of us has obligations – to the facility and towards each other.

Please read the following to ensure the smooth running of the Clay Shed...

General Communication

- Please make sure that the Clay Shed coordinator and the administrator have your current contact details. We mostly use texting or email to stay in touch with Clay Shed members.
- There will be notices posted in the Clay Room from time to time. Please take the time to read these, as they will be relevant to all Clay Shed users.

Communication around Firing

- Please add your personal clay ‘mark’ or stamp and phone number to the list on the wall. Try to make this unique so it stands out as yours. This is your mark, which you place on all your work. This way kiln operators will know which pots belong to whom.
- All work must be stamped in addition to the ‘firing/ and info’ slips with name, phone number, date, the intention (firing/work in progress), and payment made.
- please pay your firing charges in total before leaving your work on the ‘for firing’ shelf.
- Please liaise with kiln manager or kiln operators for all firing matters. All contact details as below.
- **We only have one kiln - it will be fired on demand when a full load is achieved.**

Name	Email	Phone	Mobile
Shona : RCAC Arts Admin.	shona@raglanartscentre.co.nz	825 0023	-
Susanne Giessen-Prinz (Kiln Mgr./Clay Shed Co-ordinator)	susannegprinz@gmail.com	825 8800	0274 290 480
Heather Cunningham (Tutor/Deputy Kiln Mgr.)	heather@crofter.co.nz	-	0274 726 822
Karron Campbell (Tutor)	karron.campbell@yahoo.co.nz	825 5700	-

Byron (Tutor/Deputy Kiln Mgr.)	bepdelves@gmail.com	-	021 554 703
Sarah Bing (Deputy Kiln Mgr.)	sarah.marie.bing@gmail.com	-	022 606 5220
Merren Goodison	merrengal@hotmail.com		0275033443
Justine Davis	justine.raglan@gmail.com		0210561763

Clay Shed Health and safety

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 Shed, noise, making of dust, fumes, etc.

- Clay members **may not** use the Clay Shed during class time. Classes include Kids Clay, ClayTime Plus and various workshops held from time to time. You can check in advance on the Clay Shed noticeboard to avoid a wasted trip – or phone and ask the office staff to check this for you.
- 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 them easily.
- No tools or equipment to be taken from the Clay Room without authorisation of a tutor or the clay Room Co-ordinator. These must be returned within a week in normal working order.
- Please clean all equipment in the sink connected to the clay trap, run the water slowly, use a bucket in the sink and conserve water.
- Always clean surfaces (includes tables, benches & floors) when you have finished your session in the Clay Room.
 - Clean your own work area then clean some other part of the Clay Room – 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, please do it.
 - **Dry off tables with a towel after a wet clean** – this helps remove all smears of residual clay.
- Avoid creating dust or fumes inside the Clay Shed at all times - go outside.
 - Mix glazes etc in the Kiln room. Notify all potters present if you intend to mix glazes so they have the opportunity to wear a mask. Remember your own health too ☹️
 - Avoid using the Kiln room when the kiln is firing, you use it at your own risk.
- All members are required at some point to help mix glazes and slips, as these are an ongoing resource for all members. And they must all be **clearly labelled!**
- All members are asked to contribute their time for the benefit of the Community Clay Shed – such as annual working bees, or for specific help with organising, cleaning, sorting and promoting etc. during exhibitions and creative market days.

Storing Work

We have very limited storage capacity in the Clay Shed. Please take your work home while it is in progress and only leave it in the Shed once it is finished and awaiting firing.

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

- **Classes:** All classwork must be taken home for storage, and NOT left in the Clay Room while being worked on. An old chilly bin or plastic box is ideal for transport and storage of work in progress.

Charges

These are charges on top of your membership fee. All payments can be made as follows:

- 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 cash box on the wall
OR
- Pay by e-banking - include your name and what the payment is for as references and include details of item and your name with payment in the cash box on the wall.

Kiwi Bank 38 9018 0232468 00

Concession card

- You can purchase a **\$30 concession card** for **10 sessions** at the Old School office. Your purchased concession card will be held at the Clay Shed and will be marked off by the Clay Shed co-ordinator each time you attend.
- Alternatively, a casual session fee is **\$5 per person** for **each session** in the Clay Shed. This money is critical for meeting our running costs and there is no excuse for not paying this essential fee.
- Session Fee is also required for members' Wednesday Clay Play night.
- If you bring a **guest** for a working session at the Clay Shed the session fee is **\$5**. The guest will be your responsibility regarding all aspects of the visit, session, firings and additional payments.

Clay

- We have a range of clay bodies available at a good rate for members as we purchase bulk supplies of: Hand Building (stoneware, all-purpose white), Throwing (stoneware), Terracotta (sculpture, hand building or wheel), Paper Clay and reconstituted clay.
- Please check the notice board for current charges as these change from time-to-time.
- If you bring your own clay or glazes 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

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 Complete the ‘Firing Info Label’ (on shelf by artwork waiting to be fired in Kiln room), and attach it to your pots on the appropriate shelf.

***Please note all pieces must be measured and paid for prior placing on the ‘shelf for firing’
Items will not be fired unless they are accompanied by a firing slip and have been paid for!***

- 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 \$200+ per shelf!)
- Unclaimed items (bisque or glazed) are held for one month 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. This option is only available to members with kiln training.

• Bisque firing	\$62
• Glaze to 1150	\$78
• Glaze to 1250	\$86

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 next to the library).
- Avoid holding the books at home for longer than one month.
- Please take care of these books, journals and other documents.
- If you look for reference or inspiration while in the Clay Shed make sure your hands are clean and keep the books away from clay tables.

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, needs replacing or if there are new items that you think would benefit all members, please make a note of these in the Clay Room Attendance/Activity Log Book.

To operate the kiln you have to be trained. Approved members can apply and attend training to do so.

We are a member's facility. Please bring your own equipment if possible, top up newspaper, plastic wrap, storage containers if low.

Remember - the Clay Shed equipment is not insured against damages, individual members will be required to pay for damages resulting because of neglect or misuse.

Security

- If you wish to access the Clay Shed in your own time you can apply for a lockbox code subject to approval of the Clay Shed coordinator.
- Turn off all lights, fans or heaters when leaving and ensure the whole Clay Shed is shut and locked when leaving.
- There are security lights outside the Clay Shed – please notify the Administrator if not working.
- Take care of your own safety when working alone at night – we are all precious.
- At this time the Creative Shed is still under construction please use the facility with caution.

Raglan Community Clay Room Firing Sheet

2020 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 include oxides, underglaze colours and clear glaze.

Abbots Special Glazes and Paintable Glazes are charged separately.

	cm	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HEIGHT	70cm	<i>The prices in the blue section are for sculpture pieces which are glazed on one side only. If your large work is to be fully glazed please ask for the applicable charge.</i>				\$50	\$55	\$60	\$65	\$70	\$80
	60cm					\$40	\$45	\$50	\$60	\$65	\$70
	50cm					\$30	\$35	\$45	\$55	\$60	\$65
	40cm					\$25	\$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	\$2.50	\$4	\$6	\$7	\$8.50	\$10	\$14	\$16	\$20	\$25
6cm	\$2.	\$3.50	\$5	\$6	\$7	\$8.50	\$12	\$13	\$15	\$16	
	cm	6cm	10cm	12cm	16cm	20cm	24cm	30cm	35cm	40cm	45cm
WIDTH											

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 Room Personal Firing Sheet

Members /Students Name: _____

Contact 'Phone No: _____

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