



# The Raglan Community Clay Shed Handbook

## Introduction

Welcome to this edition of the Clay Shed Handbook. The Clay Shed Handbook is a living document and 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 operated by Raglan Community Arts Council. It is a purpose-built 2-room space located at the rear of the Old School Arts Centre heritage building, in the ground floor of the new Creative Space building.

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## Contacts List

Name	Email	Phone
RCAC Office	<a href="mailto:info@raglanartscentre.co.nz">info@raglanartscentre.co.nz</a>	07 825 0023
Susanne Giessen-Prinz (Clay Shed Coordinator/Kiln Manager)	<a href="mailto:susannegprinz@gmail.com">susannegprinz@gmail.com</a>	0274 290 480
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## Joining the Clay Shed Community

The Clay Shed warmly welcomes new members to our community! Please be aware the Clay Shed is largely run by volunteers and all members are expected to contribute time and help. We run annual working bees, and from time to time require specific help with organising, cleaning, sorting, promoting during exhibitions and creative market days etc. Activities such as mixing glazes and slips as an ongoing resource happen at members' nights and all members are required to help at some point. Bring your own equipment if possible, top up newspaper, plastic wrap and storage containers if low, etc. Wheelworkers – please bring your own towel.

As well as access to our facilities, membership of the Clay Shed provides opportunities to exhibit and/or sell your work through occasional exhibitions, Raglan Arts Weekend Open Studios event, our Christmas exhibition and at the Raglan Creative Market (varying commission applies please enquire for details)

To join contact the OSAC office - email [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz) or call 07 825 0023  
You can also fill in the online form on our website

[raglanartscentre.co.nz/about/being-a-member-of-the-old-school/](http://raglanartscentre.co.nz/about/being-a-member-of-the-old-school/)

Annual membership Raglan Community Arts Council – all Clay Shed members are required to be financial members of RCAC (to be renewed annually on 1 <sup>st</sup> April)	\$20
Joint RCAC membership for 2 people at the same address	\$25
Clay Shed Membership – in addition to RCAC membership (to be renewed annually on 1 <sup>st</sup> April)	\$20

As a community facility, all who use the Clay Shed are responsible for its care. **The Clay Shed 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 Handbook carefully to ensure the smooth running of the Clay Shed...**

## Access to the Clay Shed

If you are new to clay, we provide regular adult beginners' clay classes, which give a good overview of hand-building techniques and of using the Clay Shed. These tutored courses include membership in the fee. *If you already have experience, you can call one of our Clay Shed Leaders (please see contacts list on page 1) to discuss your level of experience and arrange an orientation to the space.*

Once you are working confidently (whether through completing a course here or equivalent elsewhere) you can join in the **Members' Clay Play Wednesday sessions**. These sessions are held Wednesdays 5pm – 7pm every week. Other members are available for support although you should expect to be managing your own work at this time.

As these hours do not suit everyone, we provide access for all members during office hours 10am – 2pm Mon – Fri. Ask at the office if the Clay Shed is not open, and please let staff know when you leave so the alarm can be set – **please note: continuation of this facility is dependent on the Clay Shed being left clean and tidy! We ask that new members glaze only at members' night with the help of Clay Shed Leaders – mistakes in glazing can damage our kiln and affect other members' work.**

**After 10 members' night sessions**, it is expected you will have learnt how to operate within the Clay Shed with confidence. If you wish, and subject to the approval of the Clay Shed Coordinator/Leaders (please see p8), you can apply to obtain a lock box code and alarm code from the office 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 bookings. Please note the Clay Shed is located in a residential area and out of courtesy to our neighbours all activities must end by 9.30pm with lights off, Clay Shed alarmed and locked and vehicles departed from the premises by 10pm.

**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. The codes are for your personal use only.**

In order to assist in this process we have a 3 level system – Level 1 Beginner, Level 2 Active Member, Level 3 Supervisor.

We record when a new member reaches certain milestones: a) is a financial member, b) has purchased a concession card, c) has attended ClayTime plus or has equivalent experience, d) has read the Handbook, e) has attended 10 members' nights. When all these are achieved the member is considered to be at Level 2 and can apply for the lock box code. At this point it is also acceptable to glaze your work without assistance. Upon 'graduating' to Level 2 we would ask that in return you share the knowledge and the support that has been given to you with other members. There are two options for you to choose from - either responsibility for opening and supervising the Clay Shed 2x a year OR open and supervise the Clay Shed during a monthly market. Please contact a Clay Shed Leader (contact details on p1) or email [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz) for further info.

Level 3 is our members with special skills – tutor, kiln operator etc.

If you would like to know what information we have recorded about you or wish to update it please contact the office or email [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz).

## General Communication

- Please make sure that the Clay Shed Coordinator Susanne and the office have your current contact details. We mostly use texting or email to stay in touch with members. This includes mass mailings, please ensure your spam filter is set to accept email from [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz) and [shona@raglanartscentre.co.nz](mailto:shona@raglanartscentre.co.nz). These weekly emails contain operational information and it is a condition of membership that members read them.
- 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.

## Using the Clay Shed

- There is a red A4 book on the table directly in front of you when you enter through the sliding doors. Please sign in every time you use the Clay Shed.
- Tick off your concession card or pay \$5 session fee.
- If you have the lockbox code and allow access to another member who does not, you will be responsible in full for their visit - session, firings and additional payments.
- Clean up after yourself.
- Turn off all lights and heaters when leaving and ensure the whole Clay Shed is shut, locked and alarmed when leaving.
- There are security lights outside the Clay Shed – please notify the office if not working.
- Take care of your own safety when working alone – we are all precious 😊
- Children – it is fine to bring a child with you and it is your responsibility to supervise and work with the child – it's not ok to give them a lump of clay and get on with your own work! Please read the Health & safety section carefully and ask if you have any questions.

## Payments

There are charges on top of your membership fee for session fees, materials and firing. **All payments made or to be made should be entered on the payment sheet.** Payments can be made as follows:

- EFTPOS – ask at the office open 10-2 weekdays
- OR**
- Place correct cash in labelled envelope (your name, date, all details) into the cashbox in the tall metal cupboard.
- OR**
- Pay by internet banking – include your name and what the payment is for as references (firing, clay, concession card, workshop)

**Kiwi Bank 389018 0232468 00**

## Concession cards

Concession cards for use of the Clay Shed are available at a cost of \$30 for ten sessions and are valid for 6 months.

- 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. You can pay as above p4.
- 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 fee is **\$5 session fee**. The guest will be your responsibility regarding all aspects of the visit, session, firings and additional payments. This also applies if you open the door for another member who does not have the lockbox code – please note it is not permitted to share the lockbox and alarm codes with others.

Cards are kept in a box in the Clay Shed. When a member uses a session the date will be added to the card by the person who is running the session. Members who have access to the Clay Shed outside members' night are to fill out their own card themselves.

## Buying cards

*Note: concession cards can only be issued to current financial members (\$40 for membership, our financial year runs 1 April – 31 March)*

Most people make payment by internet banking (see [p4](#)) using 'concession card' as reference. Office staff will complete your card and place it in the box in the Clay Shed. You can also visit the office 10-2 Mon-Fri to pay cash or eftpos, or buy a card at members' night (see [p3](#)).

## Storing work

We have very limited storage capacity in the Clay Shed. There are drawers available at a cost of \$30/6 months – please ask the office or one of our leaders for more details (contact details p7). In all other cases please take your work home while it is in progress and only leave it in the shed once it is finished and awaiting firing. **All finished work will be disposed of after 4 weeks if not collected.**

- Please do not handle other peoples' work!
- Place pots on the appropriate shelves as indicated (Greenware, For Bisque, Bisqueware, Glazed Pots for Firing, Finished work.)
- **Classes**: All classwork must be taken home for storage, and NOT left in the Clay Shed while being worked on. An old chilly bin or plastic box is ideal for transport and storage of work in progress.

## 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.**

## Clay Shed Health and Safety

- **Please be conscious of other potters – use of shed, 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. Check in advance on the Clay Shed calendar to avoid a wasted trip (on wall behind slab roller) – or phone the office 07 825 0023.
- **Find out where tools and equipment are kept in the Clay Shed.** Make sure you return **cleaned** tools and equipment to their labelled places.
- No tools or equipment to be taken from the Clay Shed.
- Avoid creating dust or fumes inside the Clay Shed at all times – go outside.
- Mix glazes 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.
- When the kiln is firing the door between rooms must be kept closed and the extractor fan left on.

## Cleaning is an essential part of Health and Safety in the Clay Shed and members are responsible for keeping the Clay Shed clean and tidy!

- 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.
- Return all tools to their labeled places after cleaning – do not leave in sink or drip tray.
- Special request to wheelworkers – please clean your batts and leave to dry.
- Always clean surfaces (includes tables, benches & floors) when you have finished your session 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, please do it.
  - **Dry off tables with a towel after a wet clean** – this helps remove all smears of residual clay.

## Clay Shed at the Creative Market

Clay Shed members have the opportunity to sell their work at the monthly Raglan Creative Market. For more details please see guidelines at the end of this Handbook [p12](#)

## 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 Shed Attendance/Activity Log Book.*

To operate the kiln you must be trained. Approved members can apply and attend training to do so. *If you are not trained please do not load, unload or in any way interfere with the kiln.*

Remember – the Clay Shed equipment is not insured against damages. Individual members will be required to pay for damages resulting because of neglect or abuse.

## Clay

We have a range of clay bodies available at a good rate for members as we purchase bulk supplies: Hand Building (stoneware, all-purpose white), Throwing (stoneware), Terracotta (sculpture, hand building or wheel), Paper Clay and reconstituted clay.

- For current charges please see [Price List](#) (p11) or check Clay Shed noticeboard.
- All clay purchases must be recorded on the payment sheet, including type of clay, in order to assist with admin and reordering. You can collect clay at [Members' Night](#) or ask at the office 10-2 Mon-Fri.
- For payment information see [p4](#)
- **If you bring your own clay, please ensure it fires within the range we use to undertake general firings. Please discuss with the Kiln Manager or Deputy before including any work made with clay bought elsewhere in a general firing.**

## Identifying your work

- Please add your personal clay 'mark' or stamp and phone number to the list on the noticeboard. Try to 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.
- All work must be stamped or otherwise marked in addition to the 'firing/other info' slips.



## 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.*

- Ensure you leave your work on the correct shelf.
- Please pay your firing charges in full before leaving your work on the 'for firing' shelf.
- Our kiln is a community kiln and the Kiln Manager will select the best temperature for the majority of work.
- Our kilns have different glazing programs which are set depending on the type of glazes that have been used. The most frequent used temperatures are 1160 or 1200
- If you have precise instructions, please record on firing slip and liaise with kiln manager (contact details p1). Note that it is impossible to tell by looking at your glazed piece what is the best temperature!
- It is important to have your instructions slip with your work all the time. There are separate slips for bisque and glaze firings.

## Firing charges

### Individual pieces

- Individual pieces are charged based on volume. Please see full instructions on firing charges for individual pieces on p9. Firing is charged separately for the first bisque firing and second glaze firing in order to allow members to select which pieces will be completed.
- Please enter all details on the **Payment Sheet** for each piece you fire through the Clay Shed (see p10 for example). Complete the 'Firing Info Label' (in folder on table below noticeboard) and attach it to your pots on the appropriate shelf.

*Please note all pieces must be measured and paid for prior to placing on the 'shelf for firing'. Items will not be fired unless they are accompanied by a firing slip and have been paid for. For payment information see [p4](#)*

- Unclaimed items (bisque or glazed) are held for 4 weeks 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 (dependant on volume of firings planned and availability of kiln managers). Please make requests for whole kiln firing to a Kiln Manager (see p1 for contact details)



## Glazing

*Please take all care when applying glaze in order to protect our kiln and other people's precious work!*

- New members should only glaze with the help of a Clay Shed Leader at members' night.
- Glaze can run onto the kiln shelf or other people's pots – leave at least 1 cm unglazed at the base of your work.
- Please read labels on glazes carefully – especially be aware that experimental glazes are sometimes made up which are not for general use – if a glaze is marked 'Do Not Use', please do not use it!
- If your piece is stuck to the kiln shelf, you will be responsible for replacing or repairing the shelf. Repairs must be supervised by a Clay Shed Leader and entail grinding the glaze off the shelf. If this is not possible, the replacement cost is \$300+gst per shelf.
- Layered glazes can react unpredictably – please do not layer glazes unless okayed by a Clay Shed Leader.
- If there is any doubt or you wish to experiment, please consult a Clay Shed Leader and use a sacrificial tile.
- Check with a Kiln Manager before using your own glazes – in particular please note we do not accept glazes containing lead.

## Raglan Community Clay Shed Firing Charges 2023

Raglan Community Clay Shed Bisque Firing Charges 2023

If you have large items please talk to a kiln operator about pricings

cm												
HEIGHT	70					\$ 40.00	\$ 40.00	\$ 40.00	\$ 60.00	\$ 80.00	\$ 80.00	\$ 80.00
	60					\$ 17.00	\$ 20.00	\$ 40.00	\$ 60.00	\$ 60.00	\$ 80.00	\$ 80.00
	50					\$ 11.00	\$ 12.50	\$ 20.00	\$ 40.00	\$ 60.00	\$ 60.00	\$ 60.00
	40	\$ 6.00	\$ 7.00	\$ 8.00	\$ 9.00	\$ 10.00	\$ 12.00	\$ 14.00	\$ 20.00	\$ 40.00	\$ 40.00	\$ 60.00
	35	\$ 5.00	\$ 6.00	\$ 7.00	\$ 7.50	\$ 8.00	\$ 10.00	\$ 12.00	\$ 14.00	\$ 20.00	\$ 20.00	\$ 40.00
	30	\$ 4.50	\$ 5.50	\$ 6.00	\$ 6.00	\$ 6.50	\$ 8.50	\$ 11.00	\$ 12.00	\$ 20.00	\$ 20.00	\$ 20.00
	24	\$ 3.50	\$ 4.00	\$ 4.50	\$ 5.00	\$ 6.00	\$ 7.50	\$ 9.00	\$ 11.00	\$ 12.50	\$ 20.00	\$ 20.00
	20	\$ 2.50	\$ 3.00	\$ 4.00	\$ 5.00	\$ 6.00	\$ 7.00	\$ 8.00	\$ 9.50	\$ 11.00	\$ 20.00	\$ 20.00
	16	\$ 2.00	\$ 3.00	\$ 3.50	\$ 4.00	\$ 4.50	\$ 6.00	\$ 7.00	\$ 8.00	\$ 9.00	\$ 10.50	\$ 12.00
	14	\$ 1.50	\$ 1.50	\$ 2.00	\$ 2.50	\$ 3.00	\$ 4.00	\$ 5.50	\$ 7.50	\$ 8.00	\$ 9.00	\$ 12.00
	10	\$ 1.50	\$ 1.50	\$ 2.00	\$ 2.00	\$ 3.00	\$ 3.50	\$ 4.50	\$ 6.50	\$ 7.00	\$ 8.00	\$ 9.00
	6	\$ 1.00	\$ 1.00	\$ 1.50	\$ 2.00	\$ 3.00	\$ 3.00	\$ 4.00	\$ 5.50	\$ 6.00	\$ 7.00	\$ 8.00
	4	\$ 1.00	\$ 1.00	\$ 1.50	\$ 1.50	\$ 2.00	\$ 2.50	\$ 3.50	\$ 4.50	\$ 5.00	\$ 6.00	\$ 7.00
WIDTH	cm	4	6	10	12	16	20	24	30	35	40	45

Raglan Community Clay Shed GLAZE Firing Charges 2023

If you have large items please talk to a kiln operator about pricings

cm												
HEIGHT	70					\$ 42.00	\$ 42.00	\$ 42.00	\$ 63.00	\$ 85.00	\$ 85.00	\$ 85.00
	60					\$ 22.00	\$ 42.00	\$ 42.00	\$ 63.00	\$ 63.00	\$ 85.00	\$ 85.00
	50					\$ 16.00	\$ 18.00	\$ 22.00	\$ 42.00	\$ 63.00	\$ 63.00	\$ 63.00
	40	\$ 7.00	\$ 9.00	\$ 10.50	\$ 12.00	\$ 13.00	\$ 15.00	\$ 17.00	\$ 22.00	\$ 42.00	\$ 42.00	\$ 63.00
	35	\$ 6.00	\$ 8.00	\$ 10.00	\$ 10.00	\$ 10.50	\$ 13.00	\$ 15.00	\$ 18.00	\$ 22.00	\$ 22.00	\$ 42.00
	30	\$ 5.25	\$ 7.50	\$ 8.00	\$ 8.00	\$ 8.50	\$ 12.00	\$ 14.00	\$ 16.00	\$ 22.00	\$ 22.00	\$ 22.00
	24	\$ 4.00	\$ 5.00	\$ 6.00	\$ 7.00	\$ 7.50	\$ 10.00	\$ 12.00	\$ 14.00	\$ 15.00	\$ 22.00	\$ 22.00
	20	\$ 3.25	\$ 4.00	\$ 5.50	\$ 6.50	\$ 7.00	\$ 9.50	\$ 10.50	\$ 12.00	\$ 13.00	\$ 22.00	\$ 22.00
	16	\$ 3.00	\$ 3.50	\$ 5.00	\$ 5.00	\$ 6.00	\$ 8.00	\$ 8.50	\$ 10.00	\$ 11.00	\$ 12.00	\$ 13.00
	14	\$ 2.75	\$ 3.00	\$ 3.00	\$ 3.25	\$ 5.00	\$ 6.00	\$ 7.00	\$ 9.00	\$ 10.00	\$ 11.00	\$ 12.00
	10	\$ 2.00	\$ 2.25	\$ 2.50	\$ 2.75	\$ 4.50	\$ 5.00	\$ 6.00	\$ 8.00	\$ 9.00	\$ 10.00	\$ 11.00
	6	\$ 1.50	\$ 1.50	\$ 2.25	\$ 2.50	\$ 4.00	\$ 4.00	\$ 5.00	\$ 7.00	\$ 8.00	\$ 9.00	\$ 10.00
	4	\$ 1.00	\$ 1.50	\$ 2.00	\$ 2.00	\$ 3.00	\$ 3.50	\$ 4.00	\$ 6.00	\$ 7.00	\$ 8.00	\$ 9.00
WIDTH	cm	4	6	10	12	16	20	24	30	35	40	45

= whole kiln  
 = 3/4 kiln  
 = 1/2 kiln  
 = 1/4 kiln

- 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

## Clay Shed Price List 2023

*Please note stock may vary, call to check availability before making a special trip 07 825 0023*

<b>Clay</b>	<b>Suggested Use</b>	<b>Price</b>
<b>Atelier R Red Stoneware</b>	<b>throwing</b>	<b>\$38</b>
<b>Production white PW20</b>	<b>Throwing, fine hand-building</b>	<b>\$45</b>
<b>Nigra Black 2002</b>	<b>throwing, fine hand-building</b>	<b>\$42</b>
<b>W2505 White Stoneware</b>	<b>hand-building</b>	<b>\$38</b>
<b>W2502 White Stoneware</b>	<b>fine hand-building, throwing</b>	<b>\$38</b>
<b>WS2502 White stoneware with speckles</b>	<b>fine hand-building, throwing</b>	<b>\$42</b>
<b>Feeney's BRT</b>	<b>Hand-building</b>	<b>\$46</b>

**Pre-cast Clay Forms** – availability varies, please ask at members' night

<b>Shape</b>	<b>Price</b>
Rimmed soup bowl	\$8
Cup	\$8
Heart	\$9
Small bowl (nested bowl)	\$10
Bullet mug	\$11.50
Noodle bowl	\$14
Salad server bowl 28cm	\$18
Salad server bowl 36cm	\$25

**We use and recommend CCG for clay and glazes – [www.ccg.co.nz/craft](http://www.ccg.co.nz/craft)**

## Clay Shed Participation in the Sunday Market

The Sunday market is held on the second Sunday of each month.

Clay shed members can participate in this with prior approval from either Merren or Robyn if they meet the following criteria:

1. Must be active contributing paying clay shed members
2. Must bring only pottery made by themselves
3. Must bring what they hope to have on display and help set up at 4pm on Saturday
4. Ensure the clay shed fundraising pottery items are well displayed
5. Promote any upcoming workshops and display and hand out flyers
6. Ensure there is adequate space for any members who want to come on Sunday and work on the wheel, glaze or hand build
7. Help to contribute items for the lucky dip fundraiser
8. Must be there on Sunday to help talk to people and to conduct sales
9. Must help to pack up at the end of the market, and reinstate the clay shed as it was, after 2pm
10. Help to balance the cash and float at the end of the day

Note that it does cost the clay shed \$40 per market, this money is raised through selling items and lucky dips. It is expected that participating members donate items for lucky dips or sales, alternatively donate \$5 per market.