

## POTTERY STUDIO/GLAZING CHECKLIST

Certified users should make a reservation to use the Pottery Studio for working on the wheel, handbuilding or glazing.

Sign in at the circulation desk upon arrival and sign out when finished.

Users must wear closed toed shoes while in the Pottery Studio. Remove and secure jewelry, and keep hair tied back.

Clay and glazes are provided by the Library (no outside clay; user provided glazes may be approved if in their original packaging and if it can be determined that their firing temperatures and times are the same as library glazes).

Users must fill out a material request form to buy pottery supplies.

Follow taught procedures for wheel, handbuilding and glazing.

Follow procedures to recycle clay.

Follow our cleaning checklist to help us keep our studio clean and dust free.

Unclaimed bisque-fired pottery will only be held for 30 days. If a user is unable to glaze their work within 30 days, please contact library staff to request an extension.

Unclaimed glazed pottery will be held for 60 days.