

Timberlane Fine Arts Policy Manual

USE OF POTTERY GLAZES			
Number:	P3	Section	Pottery
Effective Date:	2024/07/22	Version:	1
Approved By:	Pottery Dept. Leads	Page:	1 of 2

Purpose

This policy describes the proper use and restrictions of use of pottery department glazes.

Scope

This policy applies to active members of the pottery department, and applies to glazes, underglazes, and glaze chemicals.

Definitions

n/a

Policy Statement

Glazes can only be prepared and maintained by trained and authorized members. Do not mix glazes unless you have been trained and authorized. All glaze chemicals and supplies are for studio use for approved glazes only and are not for sale.

Members cannot mix their own glazes at the studio. Any personal glazes must be mixed at home.

Commercial premixed bottle glazes can be used at the studio and fired in studio kilns. Full firing fees still apply to items glaze fired with personal glazes.

Remove dust from the pot prior to glazing by wiping or rinsing. Use wax resists to leave a minimum 5 mm clearance from the glaze to the shelf.

Glazes can settle; mix the glaze carefully prior to glazing any works. Clean stir sticks are kept next to the glazes. Use separate stir sticks for each glaze to avoid contaminating the glazes.

All potters must use tongs to dip their works in glaze.

If adding another glaze, ensure the first layer is completely dry to avoid contamination.

Once glazing is complete, wipe the bottoms of the pot(s) clean before leaving it on the glaze shelf. Wipe down the inside(s) and lip(s) of the glaze bucket(s) with a clean sponge. Wipe down tables and clean the floor before leaving the workspace.

Roles and Responsibilities

Members

- Properly use studio glazes.
- Inform department heads when prepared glazes are getting low.
- Volunteer to become an authorized glaze preparer, if interested.

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Department Heads

- Train members on glaze preparation and maintenance.
- Maintain inventory of glaze chemicals.

References

n/a

Attachments

n/a