



# Ceramics Program Guidelines

## WELCOME TO THE CERAMICS PROGRAM!

You have joined a creative studio environment serving the Harvard, Allston, greater Boston and international communities. In addition to your course, we offer many special events, workshops, and exhibitions you may wish to participate. Check your weekly studio newsletter, emails, and our website for more details.

The following Ceramics Program Guidelines are meant to ensure that the Ceramics Program remains a positive creative learning environment for more than 350 participants each term. Please read this document and save it for future reference. All studio participants will be asked to sign their name, acknowledging that they have read and understood these guidelines.

## OUR MISSION

The Ceramics Program is committed to establishing and maintaining a diverse and inclusive community that collectively supports and implements our mission: the investigation, understanding, and communication of the ways ceramics can be used in art, science, and the understanding of ceramics historically. We are committed to creating and maintaining a creative community where all may feel at home, whatever their race, gender, age, sexual orientation, faith, abilities, work status, or other identifying characteristics. All should feel they are critical members of the Ceramics Program community—whatever their identities—while working, studying, or visiting here. We will welcome, recruit, develop, and advance talented staff, students, and visitors from diverse backgrounds and strive to ensure that all are included in our mission.

## STUDENT CONDUCT

The Ceramics Program works to maintain an open, welcoming, and inclusive community that supports all community members in pursuit of our program's mission. Hostile, harassing, discriminatory, or abusive behavior directly threatens the ability of community members to engage in our program's activities. Any person who speaks hateful, discriminatory, or oppressive language or makes another person feel unsafe may be asked to leave the Ceramics Program. If you have concerns about another community member's behavior, please contact the Director, Kathy King, for a private meeting at [kking@fas.harvard.edu](mailto:kking@fas.harvard.edu) or call 617-495-4751.

The Ceramics Program provides these guidelines for all individuals using our facilities and equipment. All staff and studio participants will be asked to acknowledge that they have read and understood these guidelines.

### Resources:

- [Harvard FAS Sexual and Gender-Based Harassment Policy](https://fas.harvard.edu/reports/sexual-and-gender-based-harassment-policy/) ([fas.harvard.edu/reports/sexual-and-gender-based-harassment-policy/](https://fas.harvard.edu/reports/sexual-and-gender-based-harassment-policy/))
- [Office for Gender Equity Policies and Procedures](https://oge.harvard.edu/policies-procedures) ([oge.harvard.edu/policies-procedures](https://oge.harvard.edu/policies-procedures))
- [Speak Up! – Harvard's Anonymous Reporting Hotline](https://reportinghotline.harvard.edu/) ([reportinghotline.harvard.edu/](https://reportinghotline.harvard.edu/))

## Covid-19 information

Please refer to Harvard Health Services for the latest guidance, especially if you are experiencing symptoms or test positive for Covid-19: <https://huhs.harvard.edu/covid-19-information>

## Studio Hours (unless otherwise noted)

Monday through Friday: 9:00am – 10:30pm (clean-up); Saturday and Sunday: 9:00am – 8:30pm (clean-up). The building must be vacated by 11pm on weekdays and 9:00pm on weekends. Cars must be removed from the parking lot before the gates close, starting at 11. If a Studio Monitor is not available to cover a weeknight evening shift, the instructor and Teaching Assistant will close the studio, and participants will need to begin cleaning at 9:30pm and vacate the building by 10:00pm.

To ensure a safe working environment, all students must use their physical Harvard ID to access our building at the front and back entrances. Card access ends at 9:30 p.m. on weeknights, and you must ring the bell for entry.

## Open Studio Time

Students may use the studio outside of class time during Open Studio Hours. Please check the calendar posted outside of each room for availability. Open Studio Hours do not extend between terms and are subject to change.

Open studio hours: Saturday & Sunday, 9 am-8:30 pm; Monday through Friday: 9 am-1 pm; 1 pm-6 pm; 6 pm-10:30 pm (if class is not in session)

- Studio Monitor staff ensure that safety protocols are being followed. Please refer to the board in the hallway between the kitchen & main office to determine which staff member is on Monitor duty. **If a monitor is not available for the last shift, the studio will close early.**
- Only students currently enrolled in classes may use the studio. Children, friends of students, and pets (except for service animals) are not allowed in the studio. Contact the Director for permission if you wish to bring in a guest.
- To confirm studio hours each week, check the weekly email newsletter from Kathy King and the calendars posted outside each classroom. The newsletter, delivered to you via MailChimp, is the most direct way of messaging all studio participants.

You are expected to store work on class shelves

dedicated to your class. You are welcome to store work on any unmarked shelf in the studio, but please make sure to identify your work, especially if it is covered with plastic. If you are in a sculpture class, you cannot store work in the wheel rooms; if you are in a wheel-based class, do not store work in the sculpture rooms. You need to be enrolled in a mold-making class to access the plaster room unless you have been certified to use the Plaster Room.

Do not “hold” workspaces that you are not actively using for more than 30 minutes.

## CLASS SCHEDULING

### Cancellations and Emergency Closing

1. In case of an emergency closing, you will receive an email about the emergency, cancellations, and closing of the Ceramics Program. The message will be updated as necessary.
2. The Director will send class emails to studio participants whose classes are affected by the emergency.
3. Participants should always check for email messages before leaving for the studio, especially during snow emergencies.

### Missed Class Policy

The Ceramics Program will make every effort to provide make-up classes for those missed due to studio closings; however, it is not responsible for issuing reimbursements or providing make-up classes for those missed due to illnesses, substitute teachers, or other events beyond our control. We do not prorate for missed classes.

### Course Fee Information

Course Fee includes a non-refundable application fee, instruction fee, and lab fee. It covers class instruction, participation in and discounts on selected presentations, and ample clay and materials for creative exploration. Glazes and firings are included.

### Late Registration

Late registration is prohibited for eight, six, five, and four-week classes. For 12-week classes, registration is permitted up to the first week of class if spaces are available. We do not prorate for late registration.

### Refund Policy

Request to drop a course or a workshop by logging into

your account on our registration platform and selecting “My Enrollments” and “Request to Drop.” Requests to Drop a course or a workshop must be received one week before the first day of class or workshop to be considered for a full refund minus \$35 non-refundable application fee (if applicable). Requests to Drop received less than a week and at least one day prior to the first class or workshop will receive a 75 percent refund minus \$35 non-refundable application fee (if applicable). No refunds will be issued after the first class or workshop. Email Ji-Eun Kim, Administrative Manager, with any questions.

## SECURITY INFORMATION

### Emergency Communication

- In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the University and Harvard University Police
- The department (HUPD) has at their disposal a wide variety of communication tools, including:
- MessageMe: University’s high-speed, community-wide mass notification system
- [www.harvard.edu/emergency](http://www.harvard.edu/emergency): a special website activated at the time of major emergencies.
- 617-496-NEWS (6397): An automated notification line available in the event of an emergency
- In the event of a life-threatening emergency, call: 911
- To report a crime or security issue: Harvard University Police Department (HUPD) at 617-495-1212

### Emergency Evacuation

When a fire alarm is activated, everyone must evacuate. Stop what you are doing immediately and head toward an emergency exit. Do not delay evacuation. Occupants should shut their doors behind them as they leave. Follow exit signs to the nearest exit discharge. Once outside, occupants are required to report to their emergency evacuation meeting location to be accounted for. Occupants must follow instructions of HUPD and the Fire Department, as they are legally in charge of the building during their response to the alarm. First responders should be informed of the location of any occupants needing assistance within the building. Once the building has been cleared,

occupants will be permitted to re-enter.

## STUDIO PROTOCOL

*The Ceramics Program is not liable for any personal injury or loss of property, including artwork belonging to any participant. No participant will be denied admission based on race, sex or ethnic origin.*

- Studio equipment such as spray booth/air compressor, slab roller, clay extruder, heat gun, or power drill with blunger attachment may be used only after a safety orientation from an instructor or staff member.
- To have access to the Electric Kilns, Plaster Room and Materials Room with their equipment, participants must obtain certification from the studio.
- Propane torches are prohibited for general studio use.
- Familiarize yourself with the Emergency Procedures posted throughout the studio.
- Do not prop any outside doors open for any reason, other than when loading/unloading for materials delivery.
- Children are not allowed in the studio except for public events like Gallery Openings.
- No non-contractual or non-registered individual may use the equipment in the Ceramics Program per liability concerns.
- Every participant is expected to spend one hour of general studio cleanup during the term, typically covered by your “Class Clean Up” on the final day of class. If you miss this class or are in Independent Studio, look for the cleaning jobs posted in the Main Studio.
- Each class is assigned a “last making day” (meaning no new work should be created) followed by a “last bisque kiln” to ensure that the work can be fired by the semester’s end. This date will be enforced.
- Independent Studio participants and all new staff must make an appointment with the operations Coordinator to complete the Studio Orientation.
- Electric Kiln Certification is often a pre-requisite for registering for Independent Studio and is only offered during the first three weeks of each semester. Participants hoping to register for Independent Studio in a future term must pass their Electric Kiln Certification Test before registration opens for the next semester. Please contact Operations Coordinator for more information.

# FACILITY INFORMATION

## Transportation

- Bus Lines: #86 Harvard Square to Cleveland Circle; #66 Harvard Square to Nubian Square; #70 Central Square to Waltham via Watertown.
- Harvard Shuttle bus service: Allston Loop and Quad-SEC direct routes stop nearby. [shuttle.harvard.edu](http://shuttle.harvard.edu)
- Blue Bikes public bike share: [bluebikes.com](http://bluebikes.com)
- Harvard Students: call Harvard Campus Escort if you are alone late and need a ride: 617-384-8237
- If you have a car, consider carpooling or offering classmates a ride when possible.

## Parking

- Bicycle parking is available on racks behind the studio, and to the left of the Ed Portal. Do not lock bikes to signposts in the parking lot. Harvard Real Estate prohibits bikes in the studio. Do not leave your bike on the rack overnight.
- A limited number of parking tags for the lot behind the studio are available for purchase before the term began. Parking in the lot is by AVAILABILITY ONLY. Seventeen spaces in the parking lot are allotted to the Ceramics Program, marked with white lines, and 17 to the Ed Portal, marked with orange lines. We must be considerate of our Ed Portal neighbors. Do not park in the spaces directly in the back of the Ed Portal. Please see the map posted at the back entrance.
- Vehicles without parking tags will be subject to ticketing and towing at the owner's expense.
- If you are found parking in a non-Ceramics Program spot, your car will be towed at the owner's expense.
- Three spaces are reserved for Staff Parking in front of the glaze room door. Do not park in these spots.
- Harvard Real Estate and the Ceramics Program reserve the right to suspend parking privileges anytime.
- NO PARKING OVERNIGHT. The gate is locked for the night between 11:00 pm and 11:30 pm and re-opens at 7am. If you have car trouble, ask a staff member to contact Harvard Allston Security to notify them that a car will be in the lot after hours.
- Only park in the lot if you are in the studio. Do not leave your car in the lot if you leave the premises. If the lot is full, it is unfair to those in the studio who wish to have a space.

- A list of all participants with parking permits will be posted on the kiln room door by back entrance.
- There is no parking in front of the Kiln Room Garage doors at any time. Your car will be towed. Your parking privileges will be revoked if:
  - You have been found parking in a Harvard Ed Portal spot (orange lines) two times.
  - You are found parking in Staff parking two times.
  - You have been found parking in our lot and leaving the premises for over an hour.
  - You have parked in front of the Kiln Room Doors.

## Moving In

- Lockers: each student is assigned lockers at the beginning of each term. Check the Locker Directory posted near the lockers to find your name and locker number. Some lockers will need to be shared. Please allow your locker mate enough room for their belongings.
- Padlocks/combo locks are not permitted on studio lockers.
- For safety code reasons, no items are allowed on top of lockers, and hallways must be kept clear of shoes, tools, and other items.
- Misplaced items will be placed in the "Lost and Found" box that is stored on the bottom shelf in the shelving unit next to the Main Studio sink. Delicate or costly items such as phones and jewelry are often brought to the Main Office when found.
- A limited amount of private shelf space is available to rent upstairs in the Mezzanine. Check with the Main Office for pricing and availability.
- Bathrooms are located along the locker hallway.
- Coats may be hung on the coat racks by the front and back doors, along with backpack storage.
- There is no overnight storage in the kitchen cubbies or coat rack areas.
- Please put your name on all tools, notebooks, and belongings.
- Please check the classroom schedule before you begin working outside of your class time. Work elsewhere if the class is scheduled to use the space.
- Check your email for studio newsletters and the program's website to stay aware of important information about the studio and special events and workshops that may affect your studio access.

## Library

The studio maintains a collection of books and audio/visual resources in the kitchen for in-studio browsing and inspiration. Please neatly return after accessing.

## Kitchen

- Mark your food containers with your name and date. The fridge is cleaned regularly, and items will be thrown out if they do not have a date or name on the label.
- Do not store personal food overnight; we don't have room.
- Clean dishes promptly after use; do not leave dishes in the sink for someone else to wash later.
- Clean up after yourself.
- Be mindful of classes and presentations that may be happening in the small classroom, and keep conversations quiet.
- The kitchen is for eating and utilizing the library/computer. This room is not available for studying, games, meetings, etc.
- Do not keep uncovered food on the table at any time. Help us avoid pests.
- Backpacks and personal items should be kept from the kitchen.
- The computer in the kitchen is a Harvard University computer that we have made available to our community. Under no circumstance should you do any online ordering or credit card transactions on this computer. It is against Harvard University policy.

## Clay

- Cone 10 clays, including Brown Stoneware, White Stoneware, Porcelain, and T-1 Sculpture clays, are available in designated barrels in the main studio near the wedging boards and in the large classroom. If no clay is available in those barrels, see a staff person.
- Cone 04 Terra Cotta clay and reclaim barrel is in the large classroom. If no clay is available in those barrels, see a staff person.
- Cone 10 Flameware clay is restricted for use outside of being registered in a class explicitly using it.
- Cone 6 Toast and School White are in barrels in the hallway near the clay cage.
- Studio participants must see a staff member if a

bin is empty. If barrels of clay are not available to replenish that bin, the staff member can assist in accessing bagged clay from the clay cage. The staff member must record all clay removal from that cage. A staff member can only access the keys to the clay cage.

- Residents and Independent artists can have a maximum of 5 bags per semester. A staff member can access the cage and will record the clay taken.
- Wedging boards are designated for Porcelain, White and Brown Stoneware. Other surfaces should be used to wedge other clays and must be cleaned after use.
- Work produced with studio clay should not be used for commissions or production projects. We are an educational facility, first and foremost.
- Studio participants cannot access bagged clay from the Clay Cage without being accompanied by a staff member to access the reason and to record the amount taken. Keys to the clay cage can only be accessed with a staff member present.
- Residents and Independent artists can access a maximum of 5 bags of clay per semester.
- If you wish to use outside clay, you must make this request in writing to Kathy King, Director at [kking@fas.harvard.edu](mailto:kking@fas.harvard.edu).
- Ceramics Program clay should only be removed from the studio for home studio use with the approval of Kathy King, Director at [kking@fas.harvard.edu](mailto:kking@fas.harvard.edu). We do not sell clay during the semester.
- Please reduce the amount of clay we need to recycle by placing only slurry, leather hard, or bone-dry clay into the appropriately labeled recycle slip barrels. Small plaster bats are available in the main studio for those throwing on the wheel to collect and dry out scraps that can be wedged.
- Clay should be wedged to a good workable condition when possible and placed back into the appropriate clay barrel. If the clay is stiff, sprinkle it with water before wedging; if it is too wet, please spread it out on a plaster bat to dry. Do not leave wet clay on the plaster bat overnight.

## Last Making Days

Each class will be given a "Last Making Days" date. This is the last opportunity for all new work to be made and items to be trimmed. Having work finished by this date helps to get your work fired and finished by the end of the term. We cannot guarantee work beyond your class

“Last Making Day” will be finished by the end of the semester.

## Glaze Room

- No private glazes are allowed in the glaze room or common areas. Students should store these on a private rental shelf or private rental space.
- BE CAREFUL: Do not cut or pierce the vinyl surfaces of the tables with sharp objects.
- To prevent wastewater contamination, follow the detailed Glaze Recovery Procedure on the wall by the sink in the Glaze Room.

Leave the Glaze Room cleaner than you found it:

1. Wash down the tables you used twice; use clean water and a clean microfiber cloth for the second wash.
2. Use water from the 2nd rinse bucket for the first wipe down; then use clean water. Dump the dirty rinse water in the 1st rinse bucket
3. Wipe up all spills and drips from the floor and the shelves. Then wipe with clean water and a sponge.
4. Do not remove test tiles from the boards.
5. Wipe off the glaze bucket and the inside rim of the bucket, and replace the correct lid when you are done with it.
6. Return all glaze buckets to their alphabetically labeled spaces under the shelves.
7. When using the Spray Booth (once you have received orientation from an instructor/staff), sign up for a time slot on the hallway computer. Access to this sign-up is also available in each weekly newsletter.
8. Follow the clean-up procedures listed on the wall.

## Firing Work

Do not leave all your glazing at the end; you will learn more if you glaze early and often throughout the course. This helps to prevent an end-of-term glaze-firing bottleneck, which may result in your work being fired after the term ends.

- Greenware for bisque firing will be collected by your Teaching Assistant during class time and brought to the Kiln Room for bisque firing. Bone-dry greenware to be bisque-fired can be placed carefully on shelves in the Electric Kilns area at other times.

- Sign all your work and put your signature on the class list sheet passed out in your first two classes so your pieces can be put on the correct class bisque shelves. Pro tip: make a sketch or take a photo of your work before it gets bisque fired so you remember what to look for when it comes out of the kiln.
- Each Basics and Challenges class will be given a symbol to mark your work with. This symbol (square, circle, etc.) will be made into a stamp in class that you can then incorporate your initials into. This way, staff unloading kilns can place your work on the correct class shelf.
- Fired bisque ware is stored by class on shelves in the Glaze Room.
- This is an educational facility. Work must be compatible with the needs and limits of the studio. The studio cannot accommodate large-scale production work.
- Size Limitations: work should be, at most, the size of kiln shelves available and must be able to be dried and fired within the semester timeline. There is no storage of personal work between semesters. Please consult your Instructor and the Director when planning a project with unusual space requirements.
- Avoid firing any other materials, including foam, fabric, etc., without the approval of the Director.
- Do not place anything on kiln lids.

## Glaze Firing Work

- The lab fee includes a cubic inch allotment of fired work. Please refer to your class syllabus for that amount.
- If your finished work exceeds your cubic inch allotment, you will be charged 6 cents per cubic inch. A link to each term's cubic inches fired can be accessed on the kitchen computer. Your instructor and/or Teaching Assistant can show you how to access the document.
- To be glaze fired, a completed Cubic Inch Slip with Name, Date, Class, cubic inch measurements, total cubic inches, and firing temperature/atmosphere must accompany the work. Cubic Inch slips are printed from the CIT (Cubic Inch Tracker) system found in the Glaze Room. Each class is assigned an icon in the cubic-inch tracker. Ask your instructor or Teaching Assistant for assistance in using CIT.
- Cubic inches are allotted to each person registered in the program. These are non-transferable. You cannot

gift or allow anyone to use your cubic inches even if you have not used them.

- Place work to be fired on appropriately labeled shelves: Cone 04 and Cone 6 Electric, Cone 10 Reduction, and Soda. Ask staff for assistance finding the correct shelf.
- Due to the volume of work that needs to be glaze-fired, re-fires are not guaranteed. A re-fire requires a new cubic inch slip that records the measurements of the piece and total cubic inches times 4 cents. Re-fires are not included in your lab fee. If you want to re-fire work, you will be charged 4 cents per cubic inch, whether or not you are over your cubic inch allotment.
- Problem Pots: pots with obvious glaze problems, unstable or broken pieces, or incorrectly measured Cubic Inch Tracking slips will not be fired. They will be put on the "problem shelf" in the Kiln Room with a Purple Notification Slip.
- Finished/glaze-fired work from kilns will be stored in the main hallway on white shelves. To keep shelves from becoming overcrowded and reduce the risk of breakage, please claim and remove your glazed work promptly after the kiln unloading. The studio is not responsible for missing glazed work.
- At mid-semester, a projected Gas Kiln glaze-firing schedule will be posted on the White Board by the kiln room door and included in studio email newsletters. Schedules are subject to change.
- We need everyone who has work going into the gas kilns to help with unloading. Sign up on the schedule outside the kiln room to help out.
- Many factors can delay the firing or unloading of a kiln. Please remember this when waiting for your work or signing up to help unload.

## End of the Semester/Moving Out:

### If you are returning the next semester:

- Clean your locker, inside and out.
- You can continue to rent your shelf as long as you have registered for the next semester and paid the rental fee.
- Save your greenware, molds, work-in-progress, and bisque ware to your private shelf on the Mezzanine.
- Put plastic into the blue barrel.
- Wash the boards before returning them to the board

storage area.

- All bisque ware and molds will be discarded from the glaze room a week after the semester ends. You can bring your bisque ware back at the beginning of the next semester.
- Remove all food and drink from the fridge and kitchen area.

### If you are not returning the next semester:

- Clean your locker, inside and out.
- Empty and clean your rental shelf.
- Take home all finished pieces, bisque ware and any personal belongings
- Green ware should be recycled into the appropriate slip buckets.
- Put plastic into the blue barrel.
- Wash ware boards before returning them to the board storage area.
- Remove all food and drink from the fridge and kitchen area.

## RESPONSIBILITIES

### Personal Belongings and Storage

- Each student is provided a locker for personal storage and the option to rent a shelf for storage in the Mezzanine. (See Administrative Coordinator Ji Eun Kim for details)
- Each class has a labeled dedicated greenware storage-shelving unit in the studio.
- Assigned class shelving and extra open studio shelving is intended for works in progress and not for storage of personal items, tools, containers, pillows, etc. These items will be removed.
- No personal carts, plaster or ware boards can be stored in the studio. Please use lockers or your mezzanine shelf.

### Community

In order to create a positive and productive community studio environment:

- Leave your work area clean and empty for the next person.
- Consult with a staff person before moving anyone

else's work.

- Accidents happen: If you damage another's work, please leave a note with your name and date explaining the situation. See a staff member if needed.
- Respect others' need for quiet concentration. Use earphones for listening to music or the radio. Adjust the volume of your earphones to a reasonable level so that it does not disturb classes or other studio participants.
- Please only talk on your cell phone in the studio if you have an emergency. All phones should be set to silent/vibrate when in the studio. Conduct personal and phone conversations outside or in the front or back foyer, not in the studio space areas or hallway.
- There is no smoking or vaping in the building or near the front and back doors, including the Ed Portal side. Do not leave your cigarette butts on the ground.
- A large first aid kit is located in the Main studio to the left of the sink. Smaller First Aid Kits are located in the kiln room, glaze room and kitchen.
- As in all communal settings, respect the fact that many are sensitive to perfumes and strong fragrances.
- Do not place wet greenware, water buckets, or other wet or damp items on the steel interior windowsills; they will rust.
- Parking Lot neighbors: Be considerate of residences that overlook our parking lot. Harvard Real Estate prohibits using the grassy berm to the left of the back parking lot.
- Remember! Everyone is here to learn and grow as individuals and artists, please respect others as you would expect them to respect you.
- Students are expected to abide by studio rules and to always conduct themselves courteously and politely. The Ceramics Program has the right to exclude anyone who fails to do so from its program and its activities.
- Music use in the studio is restricted to the use of personal headphones only (preferably not during class unless allowed by the instructor).
- Report damaged safety guards, equipment, or machines to the Director and the Ceramics Program's Operations Coordinator.
- Report unsafe issues to the Director and the Ceramics Program's Operations Coordinator

## CLEANING FOR HEALTH & SAFETY

To inhale or ingest the dust from our clay or glaze materials is unhealthy. All clay bodies and most glazes

contain some free crystalline silica that can scar your lung tissue and cause irreversible loss of breathing capacity. Free crystalline silica is present in clay bodies from trace to 50%. The finest, invisible particles that can hang in the air for hours are the most dangerous since they are easily inhaled, and we are less likely to wear a mask when the air seems clear. Some glazes also contain hazardous metal oxides if inhaled or ingested.

- Thoroughly sponge off all wheels, splash pans, throwing tables, stools, hand-building tables, and bats after use. Use a sponge to get any of your spills, splatters, or trimmings that land on the floor. After you have wiped everything down once, rinse your sponge and do a clean water final wipe.
- After cleaning your wheel, please turn it off and the splash pan is put back properly. Put the chair upside down on the throwing table and place the foot pedal and brick on the wheel's front tray. This lets the next person know that the wheel was cleaned properly, making mopping easier.
- Clay clean-up: To prevent clogged drains, please rinse hands, tools, clean-up sponges, and containers covered with clay in the clay settling basin on the left side of the sink in the Main Studio and the right side in the Throwing Room before a final clean rinse in the correct side of the sinks.
- It is very important to keep the classrooms and glaze areas clean. Clay and glaze left on the floor will dry and become a fine, nearly invisible silica dust circulated and suspended indefinitely in the air. Although not a problem for visitors, this dust can cause health problems for people who spend a lot of time working in the Studio.
- Please clean up your trimmings and spills before they become dust.
- Thoroughly clean wheels, splash pans, throwing tables, stools, hand-building tables, and bats. Replace clean splash plans onto wheels after cleaning.
- Scrape and clean wedging and plaster tables after using them.
- Do not leave work out on tables. Ask your instructor if you need help moving your work.
- Do not sand or scrape dry clay or glaze unless you are in the spray booth with the vent on or outdoors with a personal mask.
- NO lead storage or use is allowed in this facility EVER. Hazardous materials health and safety information is available in the Studio Handbook.
- Clay-encrusted clothes and towels should not be

shaken out in the studio. Only wipe your hands on towels or aprons after washing off the clay.

## EVALUATIONS

Class evaluations are administered at the end of each term. We rely on these for guidance in designing and improving the caliber of our classes and offering feedback to our faculty, so please write down any suggestions or concerns you may have. Also, please feel free to come and talk to Kathy King, Director, if you are experiencing a problem.

## SPECIAL PROGRAMS & EVENTS

### Gallery 224

Gallery 224 features exhibitions intended to engage the public through showcasing work by emerging and established ceramic artists, research through academic collaboration and the talent of our studio participants, staff and faculty. The gallery offers a stunning 680 square foot space with a full street-side view. Director Kathy King supervises all programming for Gallery 224.

### Show and Sale

The Ceramics Program puts on a Show and Sale every May and December, attracting thousands of visitors to the studio to shop for gifts and see handmade ceramic work. All studio participants are encouraged to participate in the Show and Sale in some way. An important fundraiser for the studio, the Show and Sale is a great opportunity to exhibit your work and to invite your friends and family to come see what you've made!

### Academic Collaborations

The Ceramics Program conducts special materials labs, seminars, and classes for various academic departments within Harvard to expand knowledge of clay materials across many disciplines. If an event coincides with your class time, the studio will arrange for your class to avoid disruption. We ask for your patience in these matters so that all can benefit from the studio-learning environment.

### Artist-in-Residence Program

The Artist-in-Residence Program at the Ceramics Program, Office for the Arts at Harvard offers dedicated artists the opportunity to involve themselves in research and growth, pushing their art in new directions in a dynamic, urban studio connected to the Harvard community. Individuals will be able to build relevant skills in research, professional development, technical ability, creative problem-solving, teaching, and community involvement through our Artist-in-Residence Pro-

gram. Details: [ofa.fas.harvard.edu/ceramics/artist-residence-program](https://ofa.fas.harvard.edu/ceramics/artist-residence-program)

## Visiting Artist Programming

Our Visiting Artist Workshops and Lecture Series provide the participant with the unique opportunity to gain insight into the methodology and process of a contemporary studio artist working in the field of ceramics. For information or suggestions, contact Director Kathy King.

### Resident Artists

The Resident Artist Program is a juried program that attracts ceramic artists of the highest caliber to immerse themselves in their creative growth and professional development. Once accepted into the program, individuals can remain for two to four years. For information or suggestions, contact Director Kathy King.

### Independent Artists

The Independent Artist Program is a juried program that provides a short-term (six months) private studio for those certified to fire the electric kilns and use the Materials Room and Plaster Room. The program promotes the artists' artistic, technical, and skills development. For information or suggestions, contact Director Kathy King.

### Work Exchange Program

The work exchange program provides college students, recent graduates, and clay enthusiasts the opportunity to gain first-hand experience in community art education and access to the Ceramics Program studio. Work exchange participants will be working under the supervision of the program's Director, Kathy King and the Operations Coordinator. Once selected, work exchange participants may be invited to remain in this role for up to 2 years.

## CERAMICS PROGRAM STAFF

The Main Office is open weekdays, 9am–5pm, unless otherwise noted.

### Administration:

Kathy King, Director

Ji Eun Kim, Administrative Manager

TBD, Operations Coordinator

Darrah Bowden, Communications and Events Coordinator

Sarah de Besche, Ceramics Staff

Deighton Abrams, Visual Arts Coordinator – Office for the Arts at Harvard

## EMERGENCY PROCEDURES

**In the event of a life-threatening emergency call: 911**

**To report a crime or security issue: Harvard University Police Department (HUPD)  
at 617-495-1212**

**In the event of a campus-wide emergency:**

The Harvard homepage will broadcast an alert and direct user to an emergency page outlining the University's response. There will also be messages on the University's 24-hour news line, 617-496-NEWS (496-6397).

**[www.harvard.edu/emergency](http://www.harvard.edu/emergency)**

## STUDIO PHONE NUMBERS

Main Office: 617-495-8680 (Ji Eun Kim & Operations Coordinator)

Kathy King: 617-496-4751 (office) 781-690-5055 (cell)

Darrah Bowden: 617-998-5383 (office)

HARVARD SECURITY: 617-448-6543

Call if you feel you are at risk, if the Front or Back Doors will not lock, or if your car has been locked in the back parking lot.

HARVARD REAL ESTATE: 617-495-5560

This number will connect you to the Harvard Real Estate 24/7 Operations Center for urgent matters regarding the building, grounds, and parking lot.