



# The Art Students League of New York

215 West 57th Street, New York, NY 10019 TEL: 212-247-4510 FAX: 212-541-7024  
www.theartstudentsleague.org EMAIL: info@artstudentsleague.org

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## SCULPTURE DEPARTMENT FAQ: CLAY

**Please read carefully! Failure to do so may result in you losing your work!** *There is limited storage space in the sculpture areas and a limited number of stands available. In order to maintain good working conditions and an overall level of fairness for all students working in sculpture, the following policies and procedures are strictly adhered to at the League:*

### Registration and stand tickets:

Only students currently registered for a clay class may work in the clay studio or use a clay sculpture stand. To claim a stand, the procedure is as follows: Once you have registered for class in the office, go to the studio and present your class ticket to the monitor. The monitor will then assign you a numbered stand. Return to the office with this number, and the registrar will give you a color-coded stand ticket for the month. You must affix this ticket to your stand. Failure to attach the ticket may result in the stand being reassigned to another student, and the work on it to be removed and discarded. Stand tickets are assigned on a monthly basis. For as long as you continue to take the class, you must register and affix your new stand ticket by the third day of each new month. Failure to follow this policy may result in your work being removed from the stand and discarded.

### Stands for full-time students:

The League policy is one sculpture stand per student, per full-time class. Clay stands for full-time students have the following numbered groupings:

AM: 1-30	PM: 31-60B	EVE: 61-90	SAT: 100-125
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### Stands for part-time students:

Part-time students share stands with other part-time students, so they are required to remove their work from the stand and store the work in the class storage area at the end of every class session. Work left on a part-time stand will be removed, and may be discarded, so please remember to protect your work by storing it properly at the end of every class.

### End of year cleanup:

The Art Students League closes for a short period at the end of the “regular” session (fall/spring) and the end of the summer session in order to clean the Clay studio. During these periods, all materials must be removed from the Clay studio and storage areas. The League is not responsible for any materials that have been left in any of the studios during the clean out periods.

### Class Shows:

Each class is given an opportunity to show the work they’ve produced during the year in the League’s gallery. Your monitor will inform you of when this show takes place. For sculptors, it is particularly important to make sure that your work is properly secured to a base or pedestal when exhibiting your work. The League is not responsible for work damaged during a class show.

### Etiquette—working from the model:

If you’re working from the model, work from behind your stand, and make sure that you are not blocking the view of other students. Set up as far back as possible. This allows more room and a better



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view for everyone. The monitor will turn the model, so you do not have to move. If you need to convey a message to the model, please tell the monitor or the instructor, and they will address the model. Do not talk to or touch the model, even while measuring, and please note that photography of the model is strictly prohibited.

## **Casting:**

Use of the casting room during your clay class session is included in your tuition. If you wish to use the casting room at any other time, you must purchase a ticket for that session. Tickets to cast are \$10 per session, available on a first-come, first-serve basis, and must be purchased on the same day as the session. Students in clay class during a session will be given preference, and since no more than ten students may work in the casting studio at one time, it is suggested that you check with the casting monitor before you purchase your ticket. Before you start casting, check with the monitor to identify which materials and locations you may use in order to prepare your work. Personal supplies, such as powdered clay or plaster must be stored on shelves designated by the casting technicians, and all materials must be securely contained in plastic bags labeled with your name, class, and date. Do not pour liquid plaster in sink. Check with the monitor for the proper way to dispose of any unwanted materials.

## **Improvements:**

Please notify the office about any changes or improvements you think should be added to this information.

## **General clay studio information and policies:**

- Clay is included in the tuition fee. Students may use the clay upon collection of the class receipt by the monitor.
- Workspaces within the studio are on a first-come, first-serve, there are no permanent spots.
- If you're not working from the model, work outside the circle, at the edges of room.
- At the end of your session, you must clean up your immediate work area and move your stand to your class storage area. If you do not know where this is, ask the monitor.
- For your own safety, please wear a dust mask at all times when in the clay or casting studios.
- You may not use any toxic or odor producing materials in the studio or casting rooms.
- Smoking is strictly prohibited in all areas of the League's building.
- No alcoholic beverages are allowed in the studios or sculpture areas (except for class parties approved by office).
- No students may remain in the school after 10:30 p.m. on weekdays and 5:30 p.m. on weekends.
- Please remember to be considerate of those working around you.