

Studio Name: Potterbot Lab

SEE ALSO: [Digital Craft Lab Policy Summary_Spring23](#)

Studio Manager:

Building: 145 Hooper

Room:

STUDIO ACCESS

Studio Access Hours:	Monday-Thursday 8am-10pm Friday 8am-7pm Saturday and Sunday 12pm-8pm
Staffed Access Hours:	TBD
General Orientation and Access Procedure:	<p>The Potterbot Lab in the S1 Studio is open to students who are currently registered in a class scheduled in that space or who have previously taken a class and have received training and authorization for use of the 3D Clay Printers and pug mill, including proper cleanup procedures.</p> <p>Students can use this equipment while under the supervision of the designated teaching faculty or under the supervision of the student monitor or studio manager. If access is needed outside of these times, students may check out a key from the Tool Center, providing they have been added to the advanced authorization group. Access must also be cleared by faculty if a student is seeking access while a class is working in that space.</p> <p>All students are responsible for securing their equipment (if applicable) after use and cleaning up their workspace. Cleaning supplies and equipment are provided by Studio Operations.</p>
Course Authorization Procedure:	<p>Access to the Potterbots is only available to designated upper-division studios as determined by the AVP of Instructional Services and the divisional Deans.</p> <p>These advanced studios must have prerequisite courses that provide students with adequate expertise with one or more of the College's 3D modeling software packages..</p> <p>Faculty teaching designated studio courses are responsible for developing and maintaining their own proficiency with this equipment, and for ensuring that their students follow best practices and safety rules.</p>

SAFETY REQUIREMENTS

COVID/Public Health Protocol:	<p>All students, faculty, and staff are required to be up-to-date on their vaccinations against COVID-19 (with all recommended doses in their primary vaccine series, and one booster shot). Stay home when you're sick!</p> <p>All users must have their CCA ID with them at all times.</p>
PPE Requirements:	N-95 respirators must be worn whenever dry clay is present.
Attire Requirements:	Closed toe, flat shoes should be worn at all times. Loose hair must be tied

	back; loose clothing, outerwear, hanging or loose jewelry must be removed while working with equipment.
Headphones/earbuds :	Use of headphones or earbuds is not permitted while working with equipment.
Food and drink policy:	Food and drink are not allowed on the equipment work surfaces. Food and drink should be covered to prevent contamination.

MATERIALS USE

Materials Storage:	Student and course materials may temporarily be stored in the DCL for the rostered class, but must be disposed of after final presentation. Any projects left behind without prior approval from faculty and studio management will be thrown away.
Materials Disposal:	<p>Recycle whenever feasible. Usable scrap wood and foam should be disposed of in the bins provided. All other landfill trash can go in the gray or black trash bins. Ask studio management for guidance. <i>Amounts larger than 2 cubic feet must be transported to the Channel St. dumpsters.</i></p> <p>Projects involving concrete, dirt, or rock/stone should be discussed with Studio Management before commencing as special disposal arrangements may be needed. Note that these disposal arrangements may involve the program paying a dumpster rental fee.</p>
Banned Materials:	<p>Only clay bodies approved by the 3D Studio Operations Manager and Ceramics Studio Manager can be used in CCA kilns.</p> <p>Pressure treated lumber may not be used in any of the Shops or Studios. Reclaimed and/or unknown materials must be approved by Studio Management for use on shop equipment. <i>Spray adhesive may not be used anywhere on campus.</i> <i>Fiberglass may not be used anywhere on campus.</i></p>

1. Potterbot

- a. Course access and use
 - i. Access to the Potterbots is only available to designated upper-division studios as determined by the AVP of Instructional Services and the divisional Deans.
 1. These studio courses must have prerequisite courses that provide students with adequate expertise with one or more of the College's 3D modeling software packages..
 2. Faculty teaching designated studio courses are responsible for developing and maintaining their own proficiency with this

equipment, and for ensuring that their students follow best practices and safety rules.

- a. Studio Operations will not provide training to faculty beyond the basic use and safe practices contained in the orientation.
- b. General access for students
 - i. There is no general access available to students, except those who are currently enrolled in an upper-division studio with concentrated instruction on the Potterbot or students who have completed such a studio and who were approved during that studio for independent use of the Potterbot.
 - ii. This advanced-level access will be coordinated by the Digital Fabrication Manager and supported by Studio Monitors supervised by that manager. This use must not be disruptive to the work of any courses in progress.
- c. Scheduling; At this time, scheduling is recorded on the Ceramics Studio Calendar which can be seen on the portal page.
- d. Studio Support
 - i. The Digital Fabrication Studio has oversight of this equipment and the area in which it is used. Studio Operations is responsible for ensuring that all users follow studio policies for safety, cleanliness, and respect for equipment and studio community.
 - ii. Studio Operations will staff the space with studio monitors who will be the primary service providers and supervisors.
 - iii. Repair and maintain the Potterbot and pug mill. .