

Welcome to the Craft Center. We are happy to help you in your projects. Here is a list of Crafts Center resources available to you and guidelines for their use:

- When you come to use the Crafts Center, please scan your student ID at the Woodshop Desk.
- Resources available to you include:
 - Woodshop
 - Clay Studio
 - Art on Paper Studio
 - Sewing machines
 - Various classrooms and common spaces
- **Woodshop:** Guidelines are provided on the reverse side.
- **Clay Studio:** We have pottery wheels, handbuilding tables, and pottery tools available for your use. If your piece needs to be fired, we can do that for you. You must purchase your clay at the Crafts Center (or ask to see if we have any “abandoned” clay that you may have for free). No clay from outside sources will be fired here. The firing process is a long one and depending on the size of what you are making we may or may not be able to get it through the firing process before your project deadline. Before using the Clay Studio, please contact our Clay Studio Manager, *Jennifer Siegel*, to discuss your project, what assistance you need, and to determine whether you have adequate time to complete it before you deadline: jasiegel@ncsu.edu, 919.513.3699.
- **Art on Paper Studio:** We have easels, drawing boards, tables, and miscellaneous marking pens, pencils, charcoal & pastels that you may use free of charge. You need to provide your own paper, poster board, paints, and other supplies – the Crafts Center does not sell these. Please contact *Jo Ellen Westmoreland* for assistance in using this studio and supplies: jo_westmoreland@ncsu.edu, 919.515.3477. For a place to spray paint – contact the Woodshop.
- **Sewing Machines:** We have seven Singer sewing machines. We have scissors but you must provide your own fabric and thread – we don’t sell any here. Please do not coat your fabric with any glue or sealant before sewing or you can damage the machine. If you have never used a sewing machine, please contact *Jo Ellen Westmoreland* to arrange an appointment for a quick lesson: jo_westmoreland@ncsu.edu, 919.515.3477.

Crafts Center Woodshop Guidelines for E101 Students

Welcome to the Woodshop at the Craft's Center. We are happy to help you in your projects and to help this process run smoothly here is a list of guidelines for the proper use of the woodshop.

- Upon entering, please scan your student ID at the desk
- NO open toed shoes, flip-flops, sandals, etc.
- Hand in student ID card to trade for a set of washers used to checkout tools - ONE set of washers per team please.
- Use safety glasses located under main desk
- You may use any of the material in the scrap bin located on the far side of the CNC router (ShopBot)
- Material in shelves in back of room is NOT for your use.
- You may not use any power tools that are plugged in.
- If you need something cut clearly mark your cut lines and one of us will cut it for you
- We have wood glue, screws, nails, hot glue guns/sticks, for you to use
- We cannot help you with the design of your projects, but will aid in technique of tool use
- We do not have storage for you to keep work in progress in the shop
- PLEASE clean workspace upon finishing up for the day.

Thank you for your cooperation in the proper use of the woodshop at the Craft's Center. If you have any questions you may email to Wood Studio Manager, *John Metzler* at jhmetzle@ncsu.edu