

Wisconsin Union Craftshop

Frequently Asked Questions

Who is eligible to use Craftshop Facilities?

UW-Madison students, faculty and staff plus Union Members and their guests. NOTE that the Union defines “Guest” as participating/attending with an eligible person (Guest pays same fees as their eligible host).

Children (those under the age of 18) of eligible individuals may use the Craftshop facility when accompanied by a knowledgeable, permit-holding and participating parent/guardian.

How do I gain access to the Craftshop (if I am an eligible person)?

The Craftshop (CS) offers access permits on a semester, half-semester and hourly basis. Participants in Mini Courses based in the Craftshop have access during the class time and those in multi-session (meeting 2 or more times) are provided with a permit to access the facility outside of class time.

All permit holders need to be aware of the CS schedule (posted and on line) for holiday closures and specific studio availability based on Mini Course or special event uses.

Semester Permits are good from the first day of the UW semester (8 week session in the summer) through the last class day.

Half-Semester Permits are sold only after the first half of the semester is over (or with the approval of the CS Manager/Director).

Hourly Permit fees are collected when the eligible patron signs out at the end of a work session and are prorated to the nearest half hour.

Mini Course Permits are provided to the Instructor by the Mini Course Office and valid during the weeks the course is in session and approximately two weeks after the course ends or to the end of the semester (see date stamped on permit). If the Mini Course participant requires more time to complete projects/work in the Craftshop they need to purchase one of the above permits.

Why do I have to sign in when using the Craftshop?

All persons must also sign in on the Sign In Sheet for our record keeping of user hours. The patron permit portion must be presented when coming to work in the CS and clipped in at the sign in clipboard.

All persons working in the CS must have a completed permit card – main portion on file in the CS Office, patron permit portion completed and with the customer.

CS staff will periodically take a CS head count and check the clipboard for signatures. Those not signed in will be asked to do so and clip in their permits.

Customers who have forgotten or lost their permit need to connect with CS Staff to check permit file for a valid permit.

What are practices specific to the Ceramics Area?

Only clay purchased from the Craftshop may be used in the Ceramics area. This helps insure successful firing and glazing.

The Craftshop uses mid-range stoneware (grey or red clay) fired to Cone 5.

Splash pans must be used at all times when using a wheel to help insure the least amount of dry clay dust (breathing silica is a health hazard!)

All CS glazes are lead free and food safe. Pieces glazed properly are food, microwave, oven and dishwasher safe.

Glazes tend to settle out and must be stirred before each use. Glazes work best when stirred north/south and east/west for about one minute before dipping. One four (4) second dip is recommended. Until you know how two glazes react/work together only dip rim for 1 to 2 seconds with second glaze.

Purchased raw clay must be stored in the cubbies in the wheel room. Cubby space is available only to permit customers. Your cubby should be labeled with name in marker on masking tape.

Works in progress must be stored on the shelves on the west wall of the wheel room. Please be respectful of others work!

Works should be clearly marked to distinguish from others. Please put a recognizable set of initials or mark into the clay on the bottom of your pieces before the clay dries.

All glazed ware must be “dryfoot” prepared before firing – wash all glaze from the bottom AND one-quarter inch up the sides from the bottom of each piece.

Finished works should be taken home as soon as possible – storage space is limited.

BETWEEN SEMESTER STORAGE must be pre-paid and properly tagged. The CS is not responsible for materials/tools left without pre-paid and tagged storage.

What are practices specific to the Woodshop Area?

ALL woodshop users must pass (80% score or better) the written safety test and have the completed test AND a Liability Waiver Form on file in the CS Office. Those failing the safety test are recommended to take a woodworking Mini Course.

ALL woodshop users must pay the extra woodshop fee (semester or hourly) to help cover the extra expense of wood tool maintenance.

ALL tools/equipment stored in the CS Office must be checked out through CS Staff. No one is allowed to remove tools from the Craftshop itself.

The CS sells glue, sand paper (discs and sheets), biscuits and other related woodworking supplies. Purchase helps support the Craftshop but you may also bring in your own supplies. Please do NOT ask staff for “lending” of these supplies!

NEW WOOD ONLY in the woodshop. Absolutely no painted, dirty or used wood allowed!

Store only wood for current projects. All stored wood must be labeled with name and current phone number.

Glued and clamped work should be labeled with name, current phone number and date/time when it can be moved and unclamped. Space/clamps are limited, your compliance makes the woodshop work better for all!

ALL woodshop users are required to clean up and put away power/hand tools AND sweep up after their work.

What are practices specific to the B&W Darkroom Area?

Customers must provide own film, photo paper and/or negatives.

Customers may bring in own chemistry or use Craftshop chemicals. The Craftshop uses D76/Dektol developer. There is a per roll developing fee and an hourly printing fee if using the Craftshop chemicals.

CS Staff mix and set up all Craftshop photo chemicals. Customers bringing in their own chemistry are responsible for their own mixing, set up, and clean-up.

Customers must clean/wipe up any chemical spills (dried photo chemical dust is a health hazard).

A valid ID or Drivers License is required to check out a printing kit. Contents of the kit are located on the kit lid. Customers should check contents before leaving CS Office with kit as they will be held liable for a full kit inventory upon return. ID/Drivers License is held until the kit is returned.

What are practices specific to the Multi Use Area?

Tools/equipment for specific media should be used ONLY for that media.

Ventilation must be used when performing tasks that produce heat/fumes (e.g. soldering).

All jewelry materials sales must be done in the CS Office – a sale box is NOT allowed to leave the office.

Stained Glass tools/kits must be signed out with valid ID/Drivers License.

The CS sells some tools, foil, flux, solder, jewelers saw blades, and some metals. Purchase helps support the Craftshop but customers may also bring in their own supplies. Please do NOT ask staff for “lending” of CS stocked supplies!

Use of the Acetylene Torch requires previous instruction/experience. Ventilation must be used when using the torch.

Use of other specific equipment/tools requires prior experience/knowledge (e.g. silkscreen or sewing machines). If that experience/knowledge does not exist it is recommended that one take the appropriate Mini Course.

How does Free Art Friday work?

Each customer receives one absolutely free project each Free Art Friday. There is a \$5 charge if a customer wants to do a second project.

Each customer should sign in.

Darkroom facility is available for a \$5 fee. Customer provides own negatives and photo paper. There is no film development during Free Art Friday periods. NOTE – Darkroom closes one-half hour before the end of Free Art Friday.

Ceramics area is \$5 for 3 pounds of clay. As with all Ceramics area users, customer must set up and clean up after self. Free Art Friday potters are able to come back the next Free Art Friday to glaze works OR pay the regular hourly permit fee at other times.

There is NO throwing the last Free Art Friday of the semester.

What if I have a group that wants to come in to use the Craftshop?

Contact the Craftshop Director or Craftshop Manager to discuss possible arrangements. A per person charge is determined depending on the project/duration and whether CS instruction/supervision is required for the event/project.

