



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

SCULPTURE DEPARTMENT FAQ: CARVING (Stone & Wood)

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 carving class may work in the respective studios or use a carving stand. If you are working in stone, you may claim a stand via the following procedure: 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 working in stone:

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

AM: 200-220	PM: 221-240	EVE: 241-263
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Stands for students working in wood only and part-time students:

Students working in wood only and part-time students share stands with other part-time and wood 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.

Storage

In addition to one wood or stone piece in progress, students may keep only **one** extra piece of un-worked wood or stone per class stored in the designated storage areas. Every month the additional piece must be marked with a storage-ticket matching their stand number. Un-worked material without a current storage ticket will be removed from the sculpture studios and disposed of – **there are no exceptions!**

Additionally, if the student has a completed work that they wish to display in the class show, it may be stored if marked with a special storage ticket available in the office. Please keep in mind that this work must be removed by the last day of class in May.



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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 studios. During these periods, all materials, including wood pieces in progress, must be removed from the studios and storage areas. However, full-time sculpture students who are registered for the next semester may keep

one stone piece (per registered class) on a stand, as long as it is clearly marked with a label color-coded for the month following the clean out period. All pieces remaining on stands that are not marked in this way will be removed and discarded. 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 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.

Finishing rooms and pneumatic tools:

Carving students may use the League’s finishing rooms and pneumatic tools (stored in the office) for stone carving. However, since these tools can pose a great danger to you and your fellow students if used improperly, all students must obtain permission from their instructor or monitor before each use. A student may not use the pneumatic tools if the finishing rooms are not under the supervision of a monitor or instructor, even if permission to use the tools has been given to them in the past.

Please note: there is a two-hour limit per student, per session, on the use of all pneumatic tools and finishing rooms. Check with the office for the schedule. No work is to be stored in the finishing room. Students are required to clean the room and remove all work at the end of each session.

Improvements:

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



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General carving studio information and policies:

- You must provide your own wood and stone for carving. Some students sell stones. If interested, please ask your monitor for more information.
- 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 and/or piece to your class storage area. If you do not know where this is, ask the monitor.
- For your own safety, wear a dust mask at all times when in the studios.
- You may not use any toxic or odor producing materials in the studios.
- To avoid confusion and/or theft, label your tools with your name, and lock them in your locker when they are not in use.
- 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.