JEWELRY & GLASS
SUPPLY LIST

AUSTIN PARKS & RECREATION
Cultural Places, Natural Spaces

DOUGHERTY ARTS CENTER
1110 BARTON SPRINGS ROAD, AUSTIN, TX 78704

Designing in Metal

Nancy Michalewicz, Instructor

Hammering, sawing, bending and soldering plus bezel setting stones are among the many techniques for producing beautiful metal jewelry and for making small sculptural pieces. Fabricated work is formed from wire and sheet metal of sterling silver, brass or copper. Components are attached through soldering or cold connection riveting. Spend a fun filled class taking your ideas and designing unique metal pieces. The goal of this class is to learn basic techniques and finish your work professionally. No experience necessary, students must be 18 years old and up.

CLASS HELD IN 5W. MINIMUM 5 STUDENTS, LIMIT 8 STUDENTS.

ATTENDANCE & STUDIO ACCESS

- Program attendance is the responsibility of the participant. Failure to attend does not entitle a participant to a transfer or a refund. Make-ups are not available for absences. Fees will not be prorated for absences. (See Enrollment Policies)
- Due to safety, CHILDREN, FRIENDS, and PETS (except official, certified assistance animals) ARE NOT ALLOWED in the classes or open studio hours.
- The studio/classroom is only open and available to registered students during their registered class time.
- The studio cannot be used without supervision.
- If you arrive early and another class (not your class) is in session, please do not enter the studio out of courtesy for students that have paid for their time in class. Questions about class times can be directed to the registration office, program specialist, class brochure or found online.
- Students age 15-17 years may register for classes with the approval of the Arts School Administration and must have a parent/guardian sign a waiver release form.

PERSONAL CAUTION & SAFETY

PERSONAL BELONGINGS:

- DO NOT bring valuable items to class.
- DO NOT leave valuable items exposed in plain site in your vehicle.
- Keep handbag and backpack and supplies near your workstation.
- The City of Austin, Parks and Recreation Department, and Dougherty Arts Center staff is not responsible for lost or stolen items. Please report loss or theft to a staff member.

FOOD & DRINKS: are not allowed in the studio. Students and instructors may eat and drink in the lobby or picnic areas. Vending machines are available for student use. There is no change in the registration office.

SUPPLIES

Students must bring provide their own supplies.

- Other supplies may be added as the course progresses, as suggested by the instructor.
- Please keep your receipts in case the class is cancelled or to return unused supplies.
- The Arts School provides equipment, safety supplies, and cleaning supplies.
- All projects are fabricated (not cast). Demonstrations are given a the beginning of class.

SUPPLIES FOR FIRST DAY OF CLASS

- 2 feet of 20 gauge sterling silver wire (half hard) for earring wires
- 20 or 22 gauge copper sheet
- Medium solder (sheet)
- Saw blades – #2 or #3 (pkg. Of 12)
- Sand paper – one sheet each of 200, 400 and 600 grit
- Jeweler's cloth
- Goggles (can be purchased at various places)
- Fine tip Sharpie pen
- Start collecting ideas for projects: drawings, pictures, etc. Keep these ideas in a notebook so we can discuss your ideas and projects from a visual reference.

GENERAL LIST: purchase as needed

- Sterling silver, brass or copper sheet (your choice) as needed for project in gauge needed for design
- Sterling silver wire: round, half round, square (as needed) for rings, bracelets, etc.
- Bezel wire and cabochon stones (if used in project) *note size discussed in class
- Tubing (for riveting – if used in project)
- Tool box to carry supplies (can be a simple cardboard box)

OPTIONAL

There are many wonderful books to reference. Here are two that you might find interesting:

- JEWELRY – TWO BOOKS IN ONE by Madeline Coles
- THE ENCYCLOPEDIA OF JEWELRY MAKING TECHNIQUES by Jinks McGrath.

CLOTHING & PERSONAL PROTECTIVE EQUIPMENT

- Appropriate clothing & closed-toe shoes
- Apron or smock to protect your clothing
- Safety Goggles & Gloves: Use goggles, gloves and protective clothing when mixing acid. Also, use goggles when soldering with the Oxy-acetylene torch.
- EYE WASH: a portable eye wash solution is available at all times in the lab.

SUPPLY STORE(S)

AMC Company	2412 Greenlawn Pkwy	512-452-9765
Dyers	3407 Wells Branch Pkwy #850	512-451-5655

EQUIPMENT & CHEMICALS

EQUIPMENT – When using any equipment including saws, buffing wheels, grinders, drill press, torches, and any other shop tools:

- Pay attention when working with equipment. Do not allow distractions or overcrowding in the work area.
- Tie up long hair, remove rings, scarves, ties, pendants, etc.
- Use protective gear such as goggles, masks, etc.
- Hold objects tightly with both hands.
- When polishing chains, wrap them tightly around a board.
- When using the buffing wheel for extended periods, a dust mask should be worn to protect the lungs.
- Report maintenance needs to your supervisor immediately. Discontinue use of any equipment requiring maintenance. Never modify any equipment or use improperly.

WORKING WITH ACIDS OR OTHER CHEMICALS:

- Pay attention when working with chemicals. Do not allow distractions or overcrowding in the work area.
- Work in a well-ventilated area. Work outdoors or by an exhaust fan.
- Do not inhale acid fumes.
- Use goggles, gloves and protective clothing when mixing acid.
- Always add acid slowly to water, never the reverse.
- Keep baking soda solution nearby in case of splashing.

WORKING WITH TORCHES:

- Pay attention when using the torch. Do not allow distractions or overcrowding in the work area.
- Tie up long hair, remove rings, scarves, ties, pendants, etc.
- Work in a well-ventilated area. Work outdoors or by an exhaust fan.
- Move all burnable items away from the work area.

As per the Texas Hazard Communication Act, Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazard of the chemicals to which employees may be exposed in the work place. Employers may be subject to administrative penalties and civil or criminal fines ranging from $50 to 100,000 for each violation of this act.

OPERATING PROCEDURES FOR OXY-ACETYLENE TORCH:

Acetylene

- Stand to the side of the oxygen regulator when turning on the valves. Do not stand directly in front of the regulator.
- Turn regulator valve until loose to avoid shattering the gauges with full pressure.
- Open tank valve ½ turn counter clockwise. Tighten regulator valve slowly until it reaches proper pressure.
- Turn regulator valve until loose (pressure is 2,000 lbs. Per sq. in.). Open tank valve all the way.
- Tighten regulator valve slowly until it reaches proper pressure.

Striking

- Use a striker, never a match or cigarette lighter.
- While pointing tip away, open acetylene valve on torch handle slightly (red hose).
- After lighting gas with a striker, quickly turn on oxygen valve (green hose) until desired heat level is obtained. The more oxygen that is added, the hotter the flame will be.

Turning off Tanks

- Turn off acetylene tank valve (always turn off acetylene first, oxygen second, as directed below).
- Bleed line by opening acetylene handle valve until pressure drops to “0”.
- Close handle valve. Turn regulator valve until it is loose and leave it loose.
- Turn off oxygen tank valve. Bleed line by opening oxygen handle valve until pressure drops to “0”.
- Close handle valve. Turn regulator valve until it is loose and leave it loose.
- Valves should only be tightened by hand. Do not use pliers or wrenches.

STUDIO CLEAN UP

Please keep the studio clean and safe for everyone! Students are responsible for cleaning their area and common areas.

- Turn off all electrical equipment; put away tools and supplies.
- Please clean and return all items to their original storage area.
- The instructor is responsible for disposing of chemicals properly and turn off tanks and properly storing flammables in the fire safe cabinet.
- Please be considerate of closing hours and allow time for cleanup.

PROJECTS OR STUDENT SUPPLIES LEFT AT CLASS CONCLUSION

- Unless special arrangements have been made with the Studio Monitor or instructor, projects and supplies owned by students left after the end of a session will be re-moved and/or recycled back into the studio.
- The City of Austin is not responsible for personal property.

CONSUMPTION OF ALCOHOL

The studio/classroom environment contains potentially dangerous materials and equipment. DAC students, staff, instructors and contractors should not consume alcohol before or during class.

- Possession or consumption of alcoholic beverages is prohibited in all areas of the Dougherty Arts Center except the Julia C. Butridge Gallery under special circumstances. Alcohol will only be available in the Gallery if the renter or organization **hosting the event** provides alcohol for consumption to the general public; has provided liability insurance and an alcohol license; and the Parks Department Director has given approval.
- No alcohol may be taken from the gallery into the studio/classroom or other areas of the Dougherty Arts Center.
- Students should not drink alcohol at the reception and return to the classroom. If alcohol is consumed the student will be asked to leave and no refunds will be given.

ADULT AND SENIOR ARTS ENROLLMENT POLICIES & PROCEDURES

SPRING 2015

REGISTRATION

When can I register?
Registration dates are located on the Dougherty Arts School website www.austintexas.gov/dougherty, and are also available from staff in the registration office. Each participant must either enroll online, then complete a paper waiver form (for youth) or must complete a registration form (front and back), available on the Dougherty Arts School website. Full payment is required to secure a spot in a class, unless otherwise noted. Registrations will be accepted online at, in person at the Dougherty Arts School or by telephone. No registrations will be accepted prior to 10AM on the first day of each registration date (refer to registration dates prior to submittal). Registrations received prior to 10AM on the first day of registration will be returned without being processed.

REFUND

Cancellation / Refunds
Program attendance is the responsibility of the participant. Failure to attend a class does not entitle a participant to a transfer, make-up, prorate or refund. Substitutions, including family members, are not permitted. Registration fees are refundable in full only if the Arts School has cancelled the class. Registrations cancelled at least 7 days prior to the first day of class may be issued a refund, minus a $35 non-refundable deposit. If the receipt amount is $35 or less, the refund will be half of the class fee. **No refunds are issued for registrations that are cancelled without 7 days advanced notice of the first class day.** Refunds are issued to the charging credit card, by check from the City of Austin (please allow 4 - 6 weeks for processing) or you may apply the credit to your account, which may be used by any immediate family member for any program offered in the Austin Parks and Recreation Department for up to one year of the date placed on the account. Please note that refunds under $10 will only be made to the charging credit card or to credit your account. We are sorry that we are unable to process refund checks under $10 at this time. There is a $25 cash fee on all returned checks.

Transfers
A transfer requires a cancellation and re-registration into another class. All procedures listed for cancellations apply to transfers. Failure to attend a class does not entitle a participant to a transfer, make-up, prorate or refund. Substitutions, including family members, are not permitted. If the Dougherty Arts School cancels a class due to low enrollment and you wish to transfer to another class you will not have to pay the $35 non-refundable deposit.

Minimum Enrollment
Each class needs a minimum number of students to enroll before the class can "make." If the minimum enrollment has not been **met 2 business days before the class begins, the class will be cancelled.** All students who enrolled in the class will be notified by telephone or email, and may transfer to a different class or be issued a refund (see refund procedure). We encourage all students to enroll as soon as registration begins. Class receipts confirming processed registrations will be sent along with a copy of the Dougherty refund policy. Please check your phone and email messages, including your SPAM folder, in case a class is cancelled after the payment receipt has been sent.

Waiting Lists
One way to deliver quality service is by limiting the class size to provide a good student / teacher ratio. If a class has reached the maximum limit, names are placed on a waiting list and students are notified in order placed on the waiting list as openings become available.

ADULT & SENIOR ARTS FORMS

Teen Request Form
This form is for students ages 15-17 years old that are interested in signing up for Adult Arts classes because they are in homeschool, developing their portfolio for art school or interested in general arts enrichment. Ages 12-14 are not considered. Requests to attend classes with descriptions that state students must be 18 years old and up will not be approved. Waivers for students under the age of 18 must be completed and signed by the parent or guardian before the student can attend class. Request must be submitted at least 5 business days before the class begins.

Adult Independent Study Request Form
This form is for students that are interested in signing up for our Independent Study/Open Studio time but have not completed the 4 prerequisite classes at the Dougherty Arts School. Students must demonstrate competency with: college classes/degree and/or professional experience. Experienced students might be asked to complete one Dougherty class for a current reference if they have not worked in a studio setting for over 3 years. Studio policies are available before registering by request.

ADULT & SENIOR ARTS PROGRAM SPECIFICS

Safety / Conduct The Dougherty Arts Center promotes an environment in which all participants feel safe, secure and without obstacle to participation in their registered classes and other programs and activities. Unless accommodation arrangements have been made in advance with our Inclusion Office, adult and senior students must be able to participate independently in class. Family, friends, children and pets are not permitted to attend with the enrolled student. Students must be dressed appropriately and safely for the class, including wearing appropriate shoes, clothing and jewelry that fits properly not to catch or cause safety hazards around art supplies, chemicals, classroom tools or equipment.

Each student is responsible for his / her own conduct. Students who are disruptive, who threaten, attempt injury or damage to people or property, who use abusive language, ignore staff instructions, or behave in a manner deemed inappropriate or unsafe by staff will be removed from the class for the remainder of the session without refund, transfer or make-up. Students are required to comply with all policies, procedures and direction of Dougherty Arts Center staff to ensure the safety and productivity of classes for all students. Students who violate these requirements may be suspended and / or removed from the property for a specified period of time to be communicated verbally or in writing by a City of Austin employee.

PAYMENT

Adult and Senior Arts Programs
Adult and Senior programs require full payment at the time of the registration.

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June, 2014

Dear DAC Customer:

This letter is to serve as official notification from the City of Austin, as per TCEQ requirements, to parents and other customers of the Dougherty Arts Center (DAC) about the presence of an old landfill under and adjacent to the DAC. There has been no change in the conditions of the Dougherty Arts Center building or the landfill; we are simply providing information so that you can make informed decisions.

The landfill lies under the majority of the building and extends under the lawn to the east of the building. The landfill has been thoroughly investigated for the safety of everyone involved. The City's Investigation and Evaluation Team included staff from the Health and Human Services Department, Watershed Protection and Development Review Department as well as outside environmental experts. The investigation has not identified an exposure risk to users of the DAC but we want parents and other customers to be aware of the situation and to know that the assessment is ongoing.

The City discovered this previously unknown landfill during the initial construction of Butler Park in April of 2006 and took immediate action by cordoning off the contaminated area and starting its investigation. Health risks from old landfills such as this would primarily be from direct contact with the buried materials or from landfill gases such as methane or carbon monoxide.

The results of the investigation indicated:

The landfill materials appear to be over 75 years old and relatively benign. The only identifiable materials are glass bottles, ceramic pieces and pieces of metal.
The materials are covered by a layer of soil that ranges from 8 inches to 6 feet in depth.
No methane gas nor carbon monoxide have been found in seven years of monitoring.
Based on initial testing, the primary contaminant of concern is the elevated lead levels within the buried materials. These elevated lead levels have not been identified in the surface soil where they would pose a health risk. We have contained the contaminated areas.

Per EPA and TCEQ directives, the City of Austin will continue to monitor the situation with the use of methane, natural gas, and carbon monoxide detectors both in the building and at bore holes drilled through the foundation to check gas levels below the building. The playground area and the gas monitors are checked by daily inspections and by quarterly visits from the Parks and Recreation Safety Officer who has also contributed to the safety measures taken.

We will remain vigilant in our efforts to manage this issue. We believe that the DAC and its surrounding parkland are safe but we want to be sure all interested parties are aware of the situation. If you have any questions, please do not hesitate to call:

Laura Esparza, Division Manager, History, Arts and Nature Division, 512-974-4001.
Mary Ann Vaca-Lambert, Supervisor, Dougherty Arts Center School, 512-974-4038

Sincerely,

Laura Esparza, Division Manager,
History, Arts and Nature Division
(512) 974-4001