

Welcome to The Studio of The Corning Museum of Glass!

We are pleased to have you join us at The Studio. This packet contains important information about The Studio and Museum campus, resources available to you during your class, and safety rules, as well as helpful information about Corning and the surrounding area. Please let us know if you have any questions!

Sunday Night Dinner and Orientation

If you arrive in time, please join us at the Museum's GlassMarket Café at 7:00 pm for an informal Sunday night dinner before your class starts. This dinner is included in our Room & Board Plan. If you are not on the Room & Board Plan but would like to attend, **please call at least a week ahead** to add your name to our count. You, and your guests, may join the group for \$10.00 each, payable on Monday morning. To reach the GlassMarket Café, park behind the Museum and walk down the ramp to the back entrance. Once inside those doors, continue straight through the retail area and the Café will be at the far end on your right. **Class Orientation** is at **8:30 am on Monday morning** in The Studio Lecture Room.

Student Packets

If you are staying at the Days Inn through our Room & Board Plan, your official welcome packet will be waiting for you at the hotel's front desk. All other students may pick up their packets at the Sunday night dinner or at orientation on Monday morning.

Staff

We are here to help you to have an educational and enjoyable experience during your class. Please let us know if we may help you in any way. Prior to their arrival in Corning, the instructors have been thoroughly interviewed about equipment and material needs for their class. As this is not possible with the students, we urge you to tell us early in your stay of any special needs or requests that may develop as you begin your study at The Studio. Please contact Karen Vaughn at vaughnkl@cmog.org or 607.438.5100 with any questions. Below is a list of Studio staff for your reference.

- Amy Schwartz is director of The Studio.
- William Gudenrath is resident advisor.
- Karen Vaughn is student and instructor services coordinator.
- Harry Seaman is Studio facility manager.
- Jeremy Unterman is a facility coordinator.
- Erin Wing is special projects manager.
- Becky Congdon is development and special projects coordinator.
- Allison Duncan is Fun with Glass team leader.

Room & Board Plan Information

If you have signed up for our Room & Board Plan, you'll be staying at The Days Inn of Corning. The Days Inn will bill us directly for your stay, which lasts from the Sunday before your class until the next Sunday morning for a one-week class and the second Saturday morning for a two-week class. You are responsible for phone calls, additional days, and any other charges incurred during your stay. Check out time is 11:00 am. **You must check out by 11:00 am, or you will be charged for an extra day.** If you are staying at The Days Inn, you have access to the YMCA, which has full workout facilities and a swimming pool. Please see the hotel's desk clerk at the for details.

Enclosed in your student packet are **breakfast and dinner meal cards** that can be used at participating local restaurants (a full list of participating restaurants in enclosed). **Please present your meal cards before ordering** as some restaurants provide special menus for our students. Lunch will be provided at noon at The Studio on class days. Dinner is not provided on the night your class ends. We encourage you to get together with your classmates for a last night dinner together.

Although you may eat dinner at your convenience, we suggest eating at 5:30 pm. This way you are sure to have fellow students as dinner company, and plenty of time in the evening for practice and special events.

If you have **not opted for the Room & Board Plan**, you may join the group for lunch for an additional fee. Please see Karen in The Studio office for details. Lunch will be provided at noon at The Studio on class days.

Hours of Studio Operation

Classes will generally run from 9:00 am – 4:00 pm, however, your instructor may vary class times. The Studio will be open for practice time Monday through Friday evenings until 11:00 pm. The Studio closes at 6:00 pm on Saturdays and is closed all day on Sundays. On the evenings that the furnace will be charged, the hot shop will close at 10:00 pm. In addition to regular class time, there are special events scheduled. Please see the class schedule for details.

End of Classes

One-week classes end on Saturday at 4:00 pm, two-week classes end on Friday at 4:00 pm, and a **complete shop clean-up will take place from 4:00 – 6:00 pm. All students are expected to participate in the clean-up.**

Museum Membership

Signing up for a course at The Studio brings the added advantage of a free one-year Museum membership if you aren't already a Member. Membership entitles you to free entry into the Museum, discounts in the GlassMarket (including tools, books, and videos), and museum mailings about upcoming events.

Visiting the Museum

There will be a special guided tour of the Museum scheduled during your class session, but you are always welcome to visit the galleries on your own as well. The Museum is open from 9:00 am – 5:00 pm daily, and until 8:00 pm, Memorial Day weekend to Labor Day. You must show your Museum membership card for free entry.

Library Access

The Museum's Rakow Research Library has an extensive collection of books, journals, images, and videos on the history of glass, glassmaking, and design. Regular hours are Monday – Friday, 9:00 am – 5:00 pm. During Studio sessions, the Library specially opens for Studio students at 8:00 am, Monday – Friday (**by appointment only**) and **12:00 – 5:00 pm on Sundays.**

You're welcome to visit the Library at your convenience and browse our collections. The staff also invites you to attend a brief introduction to the Library on Tuesdays at 12:30 pm, in the Library Seminar Room. If you are researching a particular topic and would like to have materials prepared for you ahead of time, please call the Library at 607.438.5300, to let them know your needs. You may also explore the Library's

collections at <http://rakow.cmog.org>. The Library is located between The Studio and The Days Inn at 5 Museum Way.

Photography Room

Before you leave, you may want to take images of the work you've created at The Studio in our designated photography room. There are specific dates and times listed on your class schedule when the room is available. Please sign up for the time you would like to use the facility. If you have a lot of items to photograph, you may want to sign up for consecutive time slots. The photography room is located at the top of the stairs by The Studio office, second room to the right.

Critiques

Critiques are available from some of our instructors; William Gudenrath, resident adviser at The Studio; and Tina Oldknow, the Museum's curator of modern glass (as available). If you are interested in having your work reviewed, please bring your portfolio, digital images, drawings, etc. You will be able to sign up for an in-depth session during your workshop.

Internet Access

There is a computer available for you to check e-mail upstairs in the Artist-In-Residence workroom. This room is located at the top of the stairs across from our Make Your Own Glass workshop area, first room on the right. The room is unavailable on Wednesdays and Fridays at lunchtime when the massage therapist is using it.

Lockers

Lockers are provided for you to store your personal belongings. Locks are available for a \$5.00 deposit. Please see Karen in The Studio office if you wish to rent a lock.

Telephones, Messages, and Faxes

If you must be reached during class hours, you may give out our telephone number (607.438.5100) and fax number (607.438.5150). If you need to make phone calls, you will need to use the pay telephone, which is located outside the Make Your Own Glass area. Please do not ask to use the telephone in the office.

Videos

The Studio has popular videos for your viewing pleasure. See Karen in the office to sign out videos out. In addition, the Rakow Library has an extensive listing of videos available for viewing at the Library.

Massage

We are joined twice per week (on Wednesdays & Fridays **at lunchtime**) by PK Smith, a local massage therapist, who will give 20 minute chair massages for \$15 dollars. Please sign up on the bulletin board for one of the three slots available each day. PK is willing to return to The Studio for additional massage time. Please speak directly with her to make arrangements.

Shipping

The Studio offers pre-paid shipping options to domestic U.S. destinations. Some restrictions apply. Please see the person at our lobby front desk for forms to arrange your shipping. We encourage you to leave practice pieces behind for us to sell during our Holiday Glass Sale. All proceeds from this annual sale help us raise money for the scholarship and residency program.

Headquarters Tour

If you are planning on attending our tour of the Corning Incorporated Headquarters Sculptures, please

keep in mind that there are no cameras or cell phones with camera capabilities allowed on this tour and a photo ID is required for security purposes.

Class Lists/Evaluations

On the last day of class, we distribute to each student a name/address/phone/e-mail list of all students attending the current session. If you do not want your name on the list or need to make any changes, please tell Karen early in the week.

We are always striving to improve our classes and facilities. We ask that you help us by taking the time to fill out an evaluation form, which will be provided. Please ask **early in the session** for any special equipment or material needs. We may have exactly what you want stored out of view.

Rules and Safety

At The Studio, your safety is our first priority. Below are some highlights of our rules and safety. For a full list, please see the following page.

- Safety glasses **must** be worn when working with glass or assisting others.
- There is no smoking allowed anywhere in the building.
- The Studio is closed from 11:00 pm – 8:00 am.
- Alcohol and drugs are not permitted on Corning Museum of Glass property. Violation of this rule will result in expulsion from the program.
- A studio technician must certify you before you may use **each** piece of equipment in the cold shop.
- If you would like to experiment in another shop (i.e. try lampworking if you are in a blowing class), you must have prior permission from the instructor or the teaching assistant of that shop.
- Music is allowed only after 5:30 pm at the discretion of your instructor.
- Visitors are not allowed in the classrooms. However, they may watch from the hallway through the viewing windows.
- We are not responsible for lost/stolen property.
- If a fire alarm sounds, please stop what you are doing and leave by the closest exit. We meet in the center of the parking lot in order to be away from the building and provide a clear path for emergency vehicles. Wait there for the message that we are cleared to re-enter the building.

Studio Rules and Safety

These guidelines we feel are necessary for new students at The Studio. While some may seem obvious to experienced glass workers, we ask that you still carefully read and observe them.

General

- Safety glasses/eye protection with side protection must be worn at all times when in the hot shop and cold shop. Prescription eyewear alone does not qualify.
- For all concerns and class questions, consult your T.A. or Instructor, or a Studio Tech.
- Do not attempt to program or modify any Studio computer or controller. It is the job of the Instructor or shop technician.
- Students and individual classes are responsible for their own shop's clean-up both nightly and weekly.
- Visitors are welcome but must remain in public areas: bleachers, hallways, and lunchroom. Only students and staff are allowed in the shops during class and practice time.
- Make yourself aware of what equipment or tools may be dangerously hot when in your shop or visiting other shops. Never touch something if you are unaware of its temperature.
- If injured, report the injury immediately to a Studio staff member for professional treatment.

Lampworking Studio

- Each student has the option of signing out a kit of tools and a pair of protective glasses. Be aware: you will be held financially accountable for any missing or damaged tools.
- Using propane or butane lighters to ignite torch flames is prohibited. Flint strikers are provided for that purpose. A Zippo lighter can be signed out for a \$5 deposit.
- Although glass is provided for class use, its supply and selection is not unlimited. Bringing your own favorite or specialty glass for personal use is supported.

Hot Shop

- Glory hole temperature and regulation should be adjusted only by shop technicians.
- Shop courtesy is very important. Please respect the space of everyone working in the shop, and make the working person(s) aware of your presence. If it is necessary to pass through their workspace, in front of or behind them, use an audible phrase like "behind you." Never assume you can just "slip" by, as this can lead to accidents.
- Never immerse a blowpipe into water without capping the end, to avoid filling it with steam and excess heat.
- Please remove glory hole yokes from direct and excessive heat when not in use; please close glory hole doors when not working.
- Powdered color should be used in the powder box, or where adequate ventilation is available. Do not use marvers for powder application.

Kiln, Mold Rooms, and Wax Room

- Work with ventilation fans on when possible; use the fume hood when necessary.
- Do not place anything on top of the kilns.
- Do not dump anything not water soluble into the sink-especially plaster.
- Wet plaster can be dumped into a slake bucket or into a garbage can. Dry plaster should be deposited into a garbage can.
- Do not leave heating/boiling wax unattended.

Cold Shop and Engraving Room

- All students not in a cold shop class must receive certification on each piece of equipment by a Studio technician prior to its use, regardless of experience level. Certification can be arranged at any time during your stay. Abuse of cold shop equipment, disregard of rules, or acting in a manner unsafe to yourself or others will result in loss of use.

Room & Board Plan Participating Restaurants

Find the restaurants below on the map on the next page.

Details subject to change. Please check for current restaurant listings upon arrival.

- **The GlassMarket Café at The Corning Museum of Glass** (breakfast and early dinner)
Continental breakfast is available, 8:00 – 11:00 am, Monday – Saturday.
Dinner is served, 4:30 – 5:00 pm, Monday – Friday. Quick and easy!
- **Houghton Park Café** (breakfast) Located in Corning Incorporated next to the Museum
Breakfast is available 8:00 – 9:00 am, Monday – Friday.
- **Wegmans Market Café** (breakfast and dinner) Bridge Street
The café offers breakfast sandwiches, muffins, bagels, fruit, and coffee or tea, 6:30 – 9:00 am.
Later, find sandwiches, salad and entrée bars, pizza, soups, salads, daily specials, and more.
- **Fitzpatrick’s Crystal City Café and Bakery** (breakfast) 25 Riverside Dr., 607.937.5331
Hot breakfast and full bakery.
- **Donna’s Restaurant** (breakfast) 48 E. Market St., 607.936.9732
Hot breakfast is served, 6:00 – 11:00 am, Monday – Friday, and 7:00 – 11:00 am on Saturday.
- **Atlas Pizza** (dinner) 35 E. Market St., 607.382.1018
Brick oven pizza, calzones, signature subs, and salads.
- **The Gaffer Grille and Tap Room** (dinner) 58 W. Market St., 607.962.4649
An American steak house featuring an array of steaks, seafood, pasta, barbecue, and salads.
- **DeClemente’s Restaurant** (dinner) 30 W. Market St., 607.937.5657
Offers homemade Italian fare.
- **Cap’n Morgan’s Sports & Seafood** (dinner) 36 Bridge St., 607.962.1616
Appetizers, burgers, wings, hot sandwiches, and more!
- **Evergreen Express Chinese Restaurant** (dinner/delivery) 95 Denison Pkwy., 607.962.1017
Fresh Chinese food available for dining in, take-out, or delivery.
- **Holmes Plate** (dinner/delivery) 54 W. Market St., 607.377.5500
Chili, wings, salads, sandwiches and more!
- **Sorge’s Restaurant** (dinner) 68 W. Market St., 607.937.5422
A Corning family dining tradition since 1951, Sorges serves American/Italian fare.
- **Thali of India** (dinner) 28 E. Market St., 607.936.1900
Authentic Indian cuisine. A dinner buffet is available on Monday nights.



To I-86



To full service post office

BAKER ST.



Denison Parkway (Rt. 352) to I-86 East



Denison Parkway (Rt. 352) to I-86 East



PULTNEY STREET

TIOGA AVENUE

CENTERWAY

WALL STREET

CEDAR STREET

PINE ST

WALNUT STREET

CHESTNUT STREET

BRIDGE STREET

MARKET STREET

DENISON PARKWAY

Guthrie Medical Center

Houghton Park Cafe

Corning Museum of Glass

Studio Parking

The Studio

The Rakow Library

YMCA

Walking Bridge

Atlas Pizza

Clock Tower

Baron Steuben Building

Old World Cafe

Corning, Inc. Headquarters

Radisson

The Gloryhole

The UPS Store

Evergreen Express

Donna's

Thali of India

The Rockwell Museum

Declemente's

Holmes Plate

The Gaffer

Sorges

Post Office

Vitrix Studio

Soulful Cup

World Glass

Bottles and Corks

Captain Morgan's

Fitzpatrick's Bakery

Days Inn

Cafe Wegman's

Want to give back?



The Studio conducts an annual **Holiday Glass Sale** to help support our scholarship and residency fund. The generosity of artists who have taught and taken classes at The Studio make this event a success year after year.

You can participate either by fully donating work or by sharing the profits of your sales.

It's as easy as...

1. Talking with Erin Wing so she can add you to our artist list and give you more information about the sale.
2. Filling out a price list for the work you want to place in the sale.
3. Delivering your work and price list to The Studio by November 15 (earlier is better).

You can also leave work that you've made in class, but don't necessarily want to keep. We would love to have it!

For more information please contact Erin Wing at wingea@cmog.org or 607.438.5125.