



# *Navajo Cultural Arts Program*

Materials, Tool, and Equipment Guidelines and Policy



## **Navajo Cultural Arts Students' Responsibilities**

Upon registering for any of the NCA/CA classes, students assume the responsibility to provide their own materials, tools, and equipment. A listing of materials, tools, and equipment should be made available in the course syllabi and/or through supplemental course information provided by instructors.

## **Navajo Cultural Arts Program Assistance**

While not guaranteed, materials, tools, and equipment may be provided by the NCAP through grant funding when available. Students will be notified when/if funding becomes available for materials, tools, and equipment.

## **Student Eligibility for NCAP Materials, Tools, and Equipment**

Eligibility for materials, tools, and equipment, when available, is dependent upon:

### **1. Course Progression:**

- Students must maintain the course pace, including submitting course assignments on time to be eligible for NCAP materials.
- If a student fails to submit assignments on time, the student will be responsible for providing their own materials for the following project.
- If a student falls behind on multiple projects, it is the student's responsible to provide their own materials to catch up.
- Once a student has caught up with the course assignments, they may be eligible for materials from that point in the syllabus to complete the class (materials will not be retroactively provided for submission of late assignments).
- Any delay of materials, tools, and/or equipment pick up is not a valid excuse for delayed assignment submission. Once again, ultimately it is the responsibility of the students to provide materials, tools, and equipment to meet course objectives.

### **2. Emphasis Progression:**

- Students must demonstrate that they are continuing their studio arts endeavors to be eligible for NCAP materials.
- Repeating a class (either for credit or as an audit) does not qualify an individual for grant materials as it does not demonstrate emphasis progression. Therefore, students will need to provide their own materials, tools, and equipment to complete class objectives.

### **3. Tool and Equipment Pick up and drop off at the Tsaile campus:**

- Initial pick up of tools and equipment must take place at the Tsaile campus for safety purposes. The NCAP staff will review safety provisions with students. This is particularly important for silversmithing classes.
- If a student cannot pick up tools and equipment at the Tsaile campus, students must secure the tools and materials to complete the class objectives through their own means.
- Once a student commences the NCAP tool and equipment loan process (i.e., picks up on site and signs the loan forms), students also agree to drop off tools and equipment at the Tsaile campus no later than the week following finals' week.
- The NCAP staff will review returned equipment and tools at that time and with the student presents to assure working conditions. Any damages will be addressed and if necessary, costs will be applied to the student account.

- If a student cannot return tools and equipment at the Tsaile campus by the established deadline, students' accounts will be charged for the tools and equipment and will no longer be eligible for NCAP materials, tools, and equipment loans or bundles. Students may proceed with their emphasis progression; however, students will need to provide their own materials, tools, and equipment to complete class/program objectives.
  - Any delay of materials, tools, and/or equipment pick up is not a valid excuse for delayed assignment submission. Once again, ultimately it is the responsibility of the students to provide materials, tools, and equipment to meet course objectives.
4. **Selected Materials Pick up at the Satellite campuses:**
- When possible, some raw materials may be sent to the Window Rock, Shiprock, Tuba City, and Crownpoint campuses to help students' access. This option is dependent upon grant funding, general services' courier schedule, and the kind of materials being sent.
  - NCAP is not responsible for lost and/or damaged materials sent through the courier. No additional materials will be sent out to replace any lost, damaged or delayed materials.
  - Delayed, damaged or lost materials, tools, and/or equipment pick up are not valid excuses for delayed assignment submissions. Once again, ultimately it is the responsibility of the students to provide materials, tools, and equipment to meet course objectives.
5. **History of returning of well cared for materials, tools, and equipment:**
- Students must demonstrate that they are responsible for caring for equipment in a responsible manner. This includes returning previous semester's materials, tools and equipment no later than the week following finals' week in very good to excellent conditions and/or as determined by the checkout form.
  - If equipment is returned damaged or in poor condition, students' accounts will be charged for the tools and equipment and will no longer be eligible for NCAP materials, tools, and equipment. Students may proceed with their emphasis progression; however, students will need to provide their own materials, tools, and equipment to complete class objectives.
6. **Behavioral Factors:**
- Students requesting NCAP material, tools, and equipment must demonstrate healthy relationships with NCAP faculty and staff. Hostile tones and mannerisms will be brought forth officially with the respective Dean and will impact student eligibility for materials, tools, and equipment.

## **Check in/Check out Materials, Tool, and Equipment Process**

Adhering to the following steps will assist with timely and efficient check out/in of materials, tools and equipment:

### **Student Process for Materials, Tools and Equipment Check Out**

1. All tools and equipment are subject to availability only.
2. Initial materials, tools, and equipment check out takes place the first week of classes. However, students may arrange for check out up to two week prior to the start of the semester, pending the availability of the NCAP coordinator.
3. Students must contact the NCAP Coordinator to schedule an available day and time for raw materials, tools and equipment to be picked up at [cclittleben@dinecollege.edu](mailto:cclittleben@dinecollege.edu).
4. RAW MATERIALS ONLY: Students are allowed to have raw materials sent to other Diné College sites to help students' access: Window Rock, Shiprock, Tuba City, and Crownpoint campuses with prior arrangements made by contacting and scheduling with

the NCAP Coordinator. The NCAP is not responsible for any lost, delayed, or damaged materials that are sent out. Students are not allowed to have tools and equipment sent to other Diné College sites for initial check out.

5. Students must sign out all raw materials and sign a NCAP equipment/tool loan agreement form which inventories the pieces being assigned to students. This agreement also stands as a binding document for any lost, damaged or late returned tools and/or equipment to be charged to the students' account.
6. Materials, tools and equipment cannot be picked up on weekends, after hours, or on holidays due to campus closure.
7. Any delay of material, tool, and equipment check out is not a valid excuse for tardy submission of assignments.

### **Student Process for Materials, Tools and Equipment Check In**

1. Upon signing the materials, tools, and equipment checkout form at the time of pick up, students also agree to return tools and equipment no later than the week following finals.
2. Students must contact the NCAP Coordinator to schedule an available day and time for tools and equipment drop off at the Tsaile campus (email: [cclittleben@dinecollege.edu](mailto:cclittleben@dinecollege.edu)).
3. Students are not allowed to return tools and equipment at other Diné College sites.
4. At the time of check in, the NCAP Coordinator will conduct an inspection of the returned items to assess damage.
5. Materials, tools and equipment cannot be picked up on weekends, after hours, or on holidays due to campus closure.

### **Materials Distribution**

1. When materials are available through the NCAP, eligible students must arrange to pick up the first bundle of project materials no later than the first week of classes.
2. Students must contact the NCAP Coordinator to schedule an available day and time for materials distribution (email: [cclittleben@dinecollege.edu](mailto:cclittleben@dinecollege.edu)) and/or if materials can be sent via the courier to other Diné College sites.
3. Course progression is a key marker of continued eligibility for NCAP materials throughout the class. Course progression is measured through coordination between the instructor and the NCAP coordinator. Instructors will notify the NCAP Coordinator when students submit timely assignments. No grades will be discussed, only that a project has been completed and the student is eligible to receive materials when available.

### **Lab Fees**

In some classes, some of the instructors personally prepare and provide some materials and tools. Access to those materials and tools are arranged between the students and the instructors and payment may be made directly to the instructor. When grant funding is available, the NCAP may assist with costs; however, ultimately, it is the responsibility of the students to provide materials, tools, and equipment to meet course objectives.

1. Wool Pelts for Wool Processing I
2. Locally Harvested Dyes for Wool Processing II
3. Awls for Moccasin Making I and II
4. Prepared strips and dyes for Basket Making I and II

### **Where to Purchase your own Materials**

In the case that NCAP is unable to provide materials, tools, and/or equipment for NCA/CA classes or students are ineligible to receive NCAP funded materials, tools, and/or equipment for NCA/CA classes, here are some suggestions for students to secure their own materials, tools and

equipment. Ultimately, it is the responsibility of the students to provide materials, tools, and equipment to meet course objectives.

### **1. Silversmithing Materials, Tools and Equipment:**

For **online purchases:**

Rio Grande Jewelry Supplies: <https://www.riogrande.com>

For **in person purchases in Gallup:**

Thunderbird Supply Company

Native Jeweler Supplies

Silver and Turquoise Supply

The House of Stamps

For **in person purchases in Flagstaff:**

Thunderbird Supply Company

For **in person purchases in Farmington:**

Thunderbird Supply Company

Monster Slayer

For **in person purchases on the Navajo Nation:**

Selected Navajo Arts and Craft Enterprise (NACE)

Griswold's Trading Post

### **2. Moccasin Making Materials, Tools and Equipment:**

For **online purchases:**

Tandy Leather Supplies: <https://tandy-leather.com>

Galaxy Sales, Co.: <https://www.flagstaffleathergoods.com>

For **in person purchases in Gallup:**

City Electric Shoe Shop

For **in person purchases in Flagstaff:**

Galaxy Sales, Co.

### **3. Weaving Materials, Tools and Equipment:**

For **online purchases:**

Brown Sheep Company, Inc.: <https://brownsheep.com>

Weaving in Beauty: <https://weavinginbeauty.com>

Burnham Trading Post: <https://rbburnhamtrading.com>

The Yarn Store at Nob Hill: <http://theyarnstoreatnobhill.com>

Shepherd's Lamb: <https://www.organiclamb.com>

For **in person purchases in Gallup:**

Weaving in Beauty

For **in person purchases in Flagstaff:**

Purl in the Pines

For **in person purchases on/near the Navajo Nation:**

Selected Navajo Arts and Craft Enterprise (NACE),

Totsoh Trading Post

Griswold's Trading Post

### **4. Pottery Materials, Tools and Equipment:**

For **online purchases:**

New Mexico Clay: <https://nmclay.com>

For **in person purchases in Gallup:**

Hobby Lobby

For **in person purchases in Albuquerque:**

New Mexico Clay

For **in person purchases in Flagstaff:**

Michaels

**5. Basketry Materials, Tools and Equipment:**

For **in person purchases in Gallup:**

City Electric Shoe Shop

For **in person purchases in Farmington:**

Navajo Agricultural Products Industry (NAPI)

These are only a sampling of suggestions. Students may also check flea markets, pawn shops, Trading Posts, and other venues for tools, materials, and equipment. Lastly, students are strongly advised to talk with family members for any suggestions of family heirloom tools that may exist.