

# **Guidelines for Lapidary Inspection**

## **(See definitions at end of this document)**

### **Preamble**

The R H Johnson Lapidary Club is a social organization dedicated to the enjoyment and sharing of lapidary art. Items submitted for sale through the Village Store should demonstrate the lapidary skill and imagination of the club member submitting the item. The major visual focus of each item submitted for sale must be a lapidary component made by the submitter using R H Johnson Lapidary Club equipment such as polished stone (natural, lab-grown or man-made), dichroic glass, or faceted material. The finished item may include other components, e.g., manufactured findings, beads, etc., as long as these auxiliary components serve to augment, accessorize or complement the lapidary focus of the finished item. Given the varied nature of submitted items and the imagination of the members of our club, the club does not wish to place any limitation on the nature of these auxiliary components, as long as they serve to complement the craftsperson's lapidary product. In return, the craftsperson must make sure that the major visual focus of the submitted item features a prominent product of the lapidary arts, which is the product of the submitter's craftsmanship using equipment in the club!

The most important aspect of the inspection process will be the quality and workmanship of the lapidary focus of the submitted item, plus the overall quality of the complete submitted item. The completed item must be free from tarnish, excess glue or any other aspects which affect the quality of the submitted item. The inspection committee will be concerned with the accurate description of all components of the submitted item, i.e., the lapidary focus and all accessories, findings, and components of the finished item on the consignment form. Finally, the submitter must have monitored at least once during the past sixty days in the grinding room or been the store clerk ten times during the past year. Volunteering at the Village Store counts as monitoring in the grinding room.

### **Quality**

The finished product should be well constructed and free from sharp edges of any kind which might scratch the wearer or catch on delicate fabrics. This includes the stone, findings, wire used in the construction of the piece or any other component of the submitted lapidary item. The lapidary focus of the submitted item must demonstrate the high level of craftsmanship expected from lapidary club members.

Inspection criteria:

1. The focal point of the item must be a lapidary component made by the club member using equipment at the RH Johnson Lapidary Club. Merely assembled items, even if they include stone materials, will not be accepted.
2. The lapidary component of the finished piece should be well shaped, with good polish on all visible areas, free from scratches, chips or other visual defects. Natural rough areas, such as druzy surfaces are allowed.

3. The lapidary part of the item must be accurately described on the accompanying Consignment Form. If a Trade name is used, it must be followed by an accurate description of the name/nature of the stone, mineral or material.

## **Natural materials**

While the lapidary focus of submitted items usually consists of natural stone, it may also consist of other natural materials, e.g. shell, which has been worked by the submitter. Other complementary components of the overall lapidary item may consist of natural materials, including but not limited to, wood, leather, bone, or shell.

## **Lab Grown**

Lab grown materials consist of the same chemical compound(s) as natural materials, but are grown in a lab instead of coming out of the ground. They can be such material as turquoise or lab-created precious stones. Lab-created material must be identified as such on the submittal form.

## **Man made**

In general, manufactured (man-made) components of a submitted lapidary item include glass, and metals. Additionally, stone material which has been dyed, reconstituted, or a combination of these processes is considered man-made. This includes Monk stone (Gold stone), and fiber optic materials.

The Consignment Form shall accurately describe the nature of all manmade materials. Metals may be described as sterling silver, 18k gold (or whatever purity), gold filled, gold plated, silver plated, nickel, german silver, stainless steel or whatever the metal is known to be. Inexpensive metal component may be described as "silver tone" or "gold tone" when the true nature of the metal is not known.

## **Accessories**

All components of the submitted lapidary item, other than the lapidary focus, fall into the category of accessories. These additional components must augment or complement and NOT overwhelm the lapidary focus of the item. All findings sold by RH Lapidary may be used and presented to the Inspection Committee. Findings may also be purchased outside of the club.

## Definitions

**Lapidary** the art of cutting gems  
a cutter, polisher, or engraver of precious or semi-precious stones,  
usually other than diamonds

**Natural material** Natural rock or mineral which has not been enhanced or dyed.

**Accessories** This includes all components of the submitted item, other than the lapidary focus of the item. Examples of accessories are findings, chains, beads, bola cords, ribbons, etc.

**Dichroic glass** Dichroic glass is glass containing multiple micro-layers of metals or oxides which give the glass dichroic optical properties.

### Description of materials

<b>Material</b>	<b>As it should appear on consignment form</b>
Natural material that has not been enhanced or dyed	Name of the natural material
Natural material that has been dyed to augment its natural color	Dyed + name of material
Natural material that has been dyed to look like a different material	Natural material + dyed + color of material + color (eg – Turquoise dyed Howlite)
Natural material that has been mixed with a binder	Enhanced + name of natural material
Material that is lab grown	Lab Grown + name of material
Faux Material (such as plastic)	Man-made + name of material
Man-made glass	Man-made + name of material

## The inspection procedure

1. All items submitted to be sold should reflect the RH Johnson Lapidary Club's commitment to integrity, quality, and workmanship. These three primary factors will form the basis for the inspection committee accepting each item for sale.
2. Every item must be placed in one of the boxes purchased at the RH Johnson Club. Cabochon or a set of cabochons are to be placed in a small zip-loc plastic bag, which will in turn be placed in one of these club boxes.
3. Prior to submitting a lapidary item for inspection, a Consignment Form must be completed. It must accurately (if a Trade name is used, it must be followed by an accurate description of the name/nature of the stone, mineral or material) describe all components of the submitted item. This includes whether each component is natural or man-made. It should also indicate the length of any chain, ring size, etc. Ear rings and ear clips must be submitted on appropriate plastic cards, and, because the buyer may be allergic to certain metals, composition of the material in contact with the ear lobe must be accurately described on the accompanying Consignment Form. (See last page of this guideline for instructions on filing out the Consignment Form.)
4. The submitter should designate any item they wish to be displayed in the windows of the Lapidary Club, with a "W" window or "S" store in the upper left corner of the form; the size of the box should be indicated in the lower left corner of the form. Remember to include the price you wish to charge for the item! Instructions and an example of the completed Consignment Form are available on the Bulletin Board. NOTE: Price must be in whole dollars, no cents.
5. Once the Consignment Form is complete, it should be wrapped around the box, with the yellow back of the form on the outside, and secured with a rubber band. Items may be rejected if the Consignment form is not complete and correct!)
6. The item(s) should then be submitted to store clerk or board member.
7. Completed lapidary items are inspected every Monday at 8:00 am in the Club room. A sign will be posted by Wednesday of the preceding week as to the number and type of items you can submit for the STORE or WINDOW; if you wish to display your item in the Club windows, print "W" in the upper left corner of the Consignment form or "S" for store.
8. The Inspection Committee will judge each submitted item, comparing the item against the inspection criteria. Those items which are approved will be submitted to the Village Store or displayed in the Lapidary Club windows. The Gold copy of the Consignment form will be returned to the submitter and may be found in a file box near the cash register.
9. Any submitted item which is rejected by the Inspection Committee will be returned to the Submitter, with an explanation of the reason for rejection indicated on the back of the Consignment Form. A list of persons with rejected items will be posted on the Bulletin Board.
10. A check will be made out to individuals who have sold items; this will occur within one week from the Club having received money from the Village Store. At that time, a list of names will be posted on the bulletin board, and checks may be received from the store clerk or board member.
11. It must be understood that neither the Club nor the Village Store will be responsible for lost items. All possible precautions will be taken to avoid mistakes.

12. All items submitted for sale will remain for 6 months. After that they will be removed, and returned to the Inspection Committee, who will post on the bulletin board the names of members (along with the number of returned items) who may pick up returned items from the store clerk or board member.
13. Each individual must submit their own item.
14. All items must be turned in by 10:00 AM the Saturday before Monday inspection.
15. Any member who is gone for over 30 days must provide self-addressed, stamped envelopes for the treasurer to send their checks. Failure to do so will result in the removal of your merchandise from the Store and Window.

## **Appeal Procedure**

While every attempt has been made to make the Inspection Criteria objective and well described, it is recognized that some subjectivity still exists in the inspection process. This may particularly relate to whether the submitted item has an appropriate lapidary focus. The decision to reject an item for any reason will be made by a vote of the majority of the Committee.

If the submitter of a rejected item does not agree with the rejection, they are welcome to discuss this with the Chairperson of the Inspection Committee, to clarify the reason for the rejection, and how any defect might be corrected. If the submitter wishes to appeal the decision of the Inspection Committee, the item and returned Consignment Form may be submitted to the Club's Board of Directors. The subsequent decision of the Board of Directors will be final.

# VILLAGE STORE CONSIGNMENT FORM

The following procedures must be followed to submit items to the Village Store.

## COMPLETE ONLY THOSE ENTRIES AS SHOWN BELOW

- A. **DATE:** Will be the date of the weekly inspection.
  - B. **CLUB #:** Lapidary Club is "4" (do **NOT** enter your club number)
- ITEM #: The inspection committee will enter a number here as part of the inspection procedure: DO NOT ENTER ANYTHING HERE!**
- C. **CLUB:** Enter "Johnson Lapidary" here.
  - D. **ITEM:** Provide a general description of item (e.g., belt buckle, ring, pendant, necklace, earrings, etc.)
  - E. **DESCRIPTION:** Provide a complete description of the product, in detail as to the materials used, both the stone and finding.
  - F. **PRICE:** The seller determines and enters the price (Full dollar amounts)
  - G. **NAME:** Print your name here.
  - H. **Print the "PLU#" of the box in the form's lower left corner.**
  - J. **NUMBER of ITEMS** (e.g., 1, 2, 2 pr., 4 piece set, etc.)  
 If you wish to display your item in the Lapidary club windows, print "Window" or "W" in the upper left corner of the form.

 Recreation Centers of <b>Sun City West</b>	<b>THE VILLAGE STORE</b> Consignment Form	OFFICE USE ONLY
	<b>"A"</b> DATE _____	<b>"B"</b> CLUB # _____
	<b>"C"</b> Club _____	
	<b>"D"</b> Item _____	PRICE <b>"F"</b> \$ _____
	<b>"E"</b> Description _____ _____ _____	AUTHORIZATION _____ _____
	<b>"G"</b> Name _____	Phone No. _____
	<b>"J"</b> Number of Items _____	Date Sold _____ Date Returned _____
<b>"H"</b>	<small>Rev. 11/08</small>	