

## Guidelines for Course Visits

Preserving the collection is the Museum's foremost responsibility and we must therefore ask that you read and observe the rules below. Violation of these rules will lead to exclusion from the Study Center.

### *I. Scheduling Class Visits*

- Instructors will submit a course visit application by the due date before each semester; advanced undergraduate and graduate courses that will benefit most from an in-person viewing of the collection will receive priority until all available spots are filled.
- Due to high demand, **instructors can only bring one class per semester.**
- **Classes cannot exceed 16 individuals total.**
- All appointments are scheduled at the Collection Specialist's discretion. Weekend and evening appointments cannot be accommodated.
- **Classes typically last one and a half to two hours.** Instructors must indicate the duration they will need and must not exceed this limit. The Collection Specialist can give a 10 minute warning to alert instructors that their time is coming to an end, if desired.
- **The Study Center closes promptly at 3:30 PM.**

### *II. Preparing for Class Visits*

- The instructor must **provide the projected number of students** in the class on their application and confirm the number expected to attend at least one week prior to the visit.
- The instructor should **provide a list of no more than fifteen artworks to view on their application form.** Depending on size and content, portfolios and series may not count as one item, but as multiple items. Because of the fragility of illustrated books, and because books are difficult to view in a group situation, only a few volumes may be selected for a class visits. Please utilize MoMA's online collection database to explore the collection.
- **Everything on the list is subject to the Collection Specialist's approval.** Artworks that are oversized, unavailable, framed, or fragile might be struck from the list. In these cases, the Collection Specialist can substitute other similar works if requested, when given enough notice and where appropriate.
- If instructors have a preference as to how or in what order works are arranged, they will need to indicate this to the Collection Specialist. Wall ledges and table easels are available for displaying works, depending on how they are mounted.

# The Museum of Modern Art

Department of Drawings and Prints

Abby Aldrich Rockefeller Study Center

## III. During Class Visit

*Instructors are expected to observe and inform their students of the following procedures:*

- The instructor will wait at the administrative Lauder Lobby entrance, 11 West 53<sup>rd</sup> Street (the film/administrative entrance; closer to Fifth Ave. than the main museum lobby), to greet the class.
- **Only once the entire class is assembled** should the instructor check in with the receptionist (who will call the Collection Specialist), and obtain visitor passes for each student that **must be worn**. The Collection Specialist will come down and escort the class to the Study Center.
- **Students must be on time.** The class will not be brought to the Study Center until all students have arrived and no stragglers will be given entry. **Students cannot leave the group early.**
- Visitors should utilize the restrooms off the Lauder Lobby prior to their appointment, as restrooms in the office space are not available for use by visitors.
- All coats and bags must be left outside the Study Center; cell phone ringers must be silenced.
- **Cell phones are not permitted in the Study Center** during group visits.
- **Small notebooks, paper, and pencils are the only items permitted in the Study Center.** Visitors should bring their own supplies.
- **No beverages, food, gum, or makeup** are allowed in the Study Center.
- **Only the instructor may handle illustrated books** during the class and only after washing their hands. Instructors may be given specific handling directions or prohibitions.
- Artworks must be kept face-up and flat on the tables or stationary on easels and ledges. Books must remain in their cradles, if used.
- Students are expected to sit steadily on chairs, where available, or to stand **without resting on the tables and ledges**. When leaning over to look closely at artworks, please prevent necklaces, neckties, etc. from falling onto the works.

*I have read and understand these procedures.*

*I agree to follow them and ensure that the students I am supervising will likewise follow them.*

Initials: \_\_\_\_\_

Date: \_\_\_\_\_