



AMAM Policy for Items Brought in from Other Campus Collections

In general, the AMAM discourages requests for items from other campus collections to be brought into the Wolfgang Stechow Print Study Room for museum class visits or similar curricular purposes.

Policy

- No personally-owned artworks of any kind may be brought in.
- Materials from other Oberlin College collections, archives, or libraries may be brought into the Print Study Room only with written notification of at least two weeks and with approval by the museum's Curator of Academic Programs and Head Registrar. Based on the submitted list, they will consider the size, condition, and number of requested items, the safety of the AMAM staff and collection, as well as the appropriateness of the request as a whole.
- Material brought in from other campus collections must be accompanied at all times by both a staff representative of the lending department and an AMAM staff person or student assistant.
- Items brought in from other campus collections must be removed from the building at the end of the class period unless other arrangements have been made and approved.
- All items should arrive through the museum's loading dock entrance. The person bringing in the works (the courier) must sign in at the security window and be met there by a staff member from the Office of Academic Programs. The courier must present the items to museum security officers for inspection (content verification) before proceeding to the Print Study Room.
- When leaving the building, the courier, accompanied by a staff member from the Office of Academic Programs, must present the items for inspection by museum security officers and sign out at the security window before exiting through the loading dock entrance.
- The AMAM Office of Academic Programs will notify museum security officers in writing in advance about materials being brought in for class purposes. A note about incoming objects will be added to the museum calendar under the entry for the class visit.