



**POLICY FOR USE OF THE WOLFGANG STECHOW PRINT STUDY ROOM,
ALLEN MEMORIAL ART MUSEUM, OBERLIN COLLEGE**

The Allen Memorial Art Museum (AMAM) is founded on the belief that the study and appreciation of high-quality original works of art is an indispensable part of an excellent liberal arts education. The AMAM seeks to balance the use of its collection in the promotion of multi-disciplinary inquiry with the necessity of preserving it for future generations. Faculty and students have the privilege of close examination of artworks as part of their coursework. Faculty who wish to use the AMAM's collection of works on paper for their courses should contact Dr. Liliana Milkova, Curator of Academic Programs, at lmilkova@oberlin.edu or 5-8645. Appointments to show works must be made at least **four weeks** in advance of the date needed. The final selection of requested works must be submitted to Dr. Milkova no fewer than **two weeks** in advance of the preferred date. Final selections submitted less than two weeks in advance will be accommodated if possible but cannot be guaranteed. Please note that the maximum occupancy of the Print Study Room is **25**.

Number of Class Visits to the Print Study Room per Semester

Since the Print Study Room must serve classes from all College and Conservatory departments, as well as the needs of AMAM staff and outside researchers, the museum allows no more than **eight** visits per course per semester, unless the course is taught by or in collaboration with museum staff.

Selection of Artworks for Class Visits

All artworks will be chosen in consultation with the Curator of Academic Programs and, if necessary, approved by the Registrar. The maximum number of works that may be requested for a class visit is **ten**. The AMAM reserves the right to deny access to any works that are fragile or not yet catalogued. Some works will be unavailable from time to time due to exhibition, loan, or conservation treatment. Only works that are in good condition and without conservation issues are available for display in the Print Study Room. Artworks that are already on view in the galleries cannot be brought to the Print Study Room for individual sessions.

The AMAM discourages requests for paintings and sculptures. If absolutely necessary, no more than **two** paintings, objects, or framed works on paper will be made available per class visit. As the Print Study Room is not equipped to display oversize, ***the sum of the framed height and width of a requested work shall not exceed 96 inches***. Requests for multi-part paintings, objects, or framed works on paper will be considered on a case by case basis.

Cancellations

Due to the extremely high demand for the use of the Print Study Room, cancellations of class visits must be made at least **two weeks** in advance, which will allow us to accommodate other groups in these slots. In the case of a last-minute cancellation due to sudden illness, family emergency, or other unforeseeable circumstances, the AMAM may be able to accommodate self-guided student groups without the required faculty presence. Please notify the Office of Academic Programs immediately to discuss possible arrangements. Also, please be aware that we can rarely reschedule class visits.

General Rules for Class Visits

Faculty must go over the rules below with their students prior to their museum visit. Students and faculty must gather as a group **before** entering the Print Study Room at the appointed time. Faculty should encourage students to arrive on time and to use the restrooms **before** coming to the Print Study Room, which is kept locked at all times. Anyone who leaves and re-enters the Print Study Room during a session disrupts the class.

- No food or beverages are permitted in the Print Study Room.
- Notes must be taken with **pencils only**; pens and markers are not permitted.
- No bags, backpacks, purses, coats, jackets, hats, scarves, umbrellas, or musical instruments are permitted.
- Taking digital reference images of works in the Print Study Room is not permitted.
- Shoes and shirts must be worn at all times.
- No touching of the artworks.
- No chewing of gum.
- No electronic devices other than laptops.
- Cell phones must be silenced and kept out of sight.
- No latecomers will be allowed into the Print Study Room.