

How to Use the Works-on-Paper Collection

The museum has over five thousand prints, drawings, and photographs in storage. A works-on-paper study room is available to provide access to most of these works, while still maintaining preservative conditions under which to view them.

Prepare a list of specific objects you or your class wants to see. After you determine what you want to see, fill out a study/storage appointment request sheet. These sheets can be found in the front of each binder or can be obtained from the receptionist in the museum's third floor offices. Your list should include the object number, artist's name, title, and medium. No more than twenty works can be seen at one sitting (only fifteen, if you have any paintings or oversize works).

Indicate the date and time that you would like to visit on your request form and return it to the museum receptionist. Although there is no time limit on your visit, please give us an idea of the amount of time that you will need. A graduate assistant will call or email you to confirm or change your appointment. ***An appointment is not set until a graduate assistant confirms it. You must allow at least one week's notice*** in order for us to have enough time to pull your selections and prepare label information.

The size of the works-on-paper study room can accommodate no more than fifteen students at one time. Viewing for larger classes must be divided into two or more groups. Meet outside the museum's third floor elevator for your appointment. A graduate student will accompany you back into the viewing area. Since you will be in a high security area, classes should plan to arrive and leave as a group.

No pens, large notebooks or sketchbooks, backpacks, coats, or food may be brought into the viewing room. A secure coat rack is provided for your convenience. Sketching and notetaking are definitely encouraged, **but in pencil only**. Sketchbook size should not exceed 18" x 24".

You will be asked to read a set of guidelines for viewing works of art in storage on your first visit. Adherence to these guidelines will help us preserve the museum's works-on-paper collection for future generations.

IU Art Museum Study/Storage Appointment Request Sheet

Name: _____ Date: _____ E-Mail: _____
 Department: _____ Course Number: _____
 Telephone: (home) _____ (work) _____
 Requested Day and Date of Viewing: _____
 Requested Time of Viewing: _____
 Approximate # Attending Viewing: _____

You MUST Give AT LEAST ONE WEEK Advance Notice
No Appointment is Set Until CONFIRMED by a Museum Graduate Assistant

*Works to be Viewed (Please Print Clearly):

Object #	Artist	Title	Medium	<u>For Office Use Only</u>		
				<i>Shelf</i>	<i>Out</i>	<i>In</i>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

*Limit twenty pieces per viewing (maximum of fifteen pieces with Oversize Works)

<u>For Office Use Only</u>	
G.A. Attending Viewing: _____	
Appointment: _____	Confirmed: _____
Date Pulled: _____	Changed: _____ <i>New Date:</i> _____ <i>New Time:</i> _____
	Date Returned: _____