

Objects Study Room / Prints and Drawings Study Room Policy and Procedures

In October 2011 the Chazen Museum of Art opened a new building that includes an Objects Study Room and a Prints and Drawings Study Room. The study rooms provide access to art objects from the museum's collection and may be reserved by individuals and groups (16 people max. for the Objects Study Room and 20 people max. for the Prints and Drawings Study Room). Appointments should be scheduled Tuesday–Friday between 9am–5pm, since the museum is closed on Mondays. The Objects Study Room is also available for class sessions on Thursdays 5pm–9pm and is otherwise open to the public during museum hours.

Requests must be made at least two weeks in advance. Submitting a request does not guarantee that the date, time, and/or objects requested will be available for your visit. In case of cancellation or rescheduling, please give 24 hours notice.

Please include the following information, as applicable, in your request:

- Your name, institutional affiliation, if any, department, class title and number, and reason for your visit.
- A list of the collection objects you would like to view. Include artist, title, and accession number (see guidelines for selecting objects below).
- To reserve a study room for an individual or group session, specify the date and time of your visit and the total number of visitors. For multiple visits, please include all dates and times. Please also indicate any special session needs. (The Objects Study Room is equipped with a digital projector and wi-fi though the UW network).
- To arrange for art objects to be displayed in the Objects Study Room cases for viewing during museum hours without a room reservation, indicate the length of time you would like the object(s) to be on display (beginning and end date, one semester maximum).
- The Curator will verify availability and send a confirmation.

To reserve the Objects Study Room and view objects, please email your request to Maria Saffiotti Dale, Curator of Paintings, Sculpture and Decorative Arts, at msaffiottidale@chazen.wisc.edu. To reserve the Prints and Drawings Study Room and view works on paper, please email your request to Andrew Stevens, Curator of Prints, Drawings, and Photographs, at astevens@chazen.wisc.edu.

Guidelines for selecting objects:

To find an object, please search the Chazen Museum's collection online at <http://www.chazen.wisc.edu/explore-art/collections/>. Please note that works on loan to the Chazen Museum will not show up in our online database. Some objects may not be available due to condition, display, or loan. The curators are available to assist in identifying works to fit your needs.

Visitor Guidelines:

We ask that visitors respect the following guidelines:

- Museum staff is responsible for the handling of all works of art.
- No food or beverages are permitted.
- Check large items in the cloakroom or lockers on the first floor.
- Photography is permitted for study purposes only.
- Do not move the tables (they contain electrical and A/V connections).
- Use only pencils. Pencils and magnifying glasses are available upon request.
- Do not allow jewelry or loose clothing to dangle over the art.
- We encourage instructors to make their students aware of basic museum rules before visiting (<http://www.chazen.wisc.edu/visit/museum-etiquette/>).