

## Study Room Policy

The study room at the Marianna Kistler Beach Museum of Art may be used as a space for research and study of artworks and artist records within the museum's collections. This opportunity is open to the public. Classes, individual students, visiting scholars and museum professionals are welcome to use the space by requesting an appointment through the registrar/collections management staff. Requests for public access to the museum collections will be coordinated and approved by the registrar/collections management staff in consultation with the curatorial staff and director.

Visitors can use the collection search found on the Beach Museum of Art's website to identify works they wish to view.

**Individuals:** An appointment should be made through the registrar/collections management staff at least **one month** in advance. Requests made with less than one month notice may be accommodated if possible but are not guaranteed. Appointment times will be negotiated according to staff availability. Individuals are responsible for completing an appointment request form and a final list of artwork to the registrar/collections management staff at least **two weeks** prior to the appointment. In general, individuals may request up to 10 artworks per appointment. Professionals conducting more extensive research may request more artworks in consultation with museum staff prior to their appointment. Museum staff may use their discretion in what can be pulled from storage according to available space and other museum projects. If an appointment needs to be canceled and/or rescheduled, museum staff should be notified as soon as possible prior to the original appointment.

### **Classes and groups:**

An appointment must be made through the registrar/collections management staff at least **six weeks** in advance. Instructors should complete an appointment request form and provide a draft list or description of what they are interested in at the time the appointment is made. Requests made with less than six weeks notice may be accommodated if possible but are not guaranteed. Appointment times will be negotiated according to class schedule and staff availability. Instructors are responsible for submitting a final list of artworks at least **three weeks** prior to the appointment. After this deadline, instructor changes cannot be guaranteed. Instructors may request up to 15 artworks per appointment. Museum staff may use their discretion in what can be pulled according to space and other museum projects. If an appointment needs to be canceled and/or rescheduled, museum staff should be notified as soon as possible prior to the original appointment.

Museum staff will oversee class or group visits and handle all art objects. If a class or group would like to have a curator present to discuss artworks, this should be indicated with the appointment request. Otherwise it is assumed that professors will conduct all class discussions.

Please note class visits are limited to 15 students per session. Classes may be split allowing 15 students at a time in study room while the other students are in the upstairs galleries. Students are welcome to explore the galleries independently, but guided tours can be scheduled through the museum's education coordinator.

No viewings will take place in art storage areas. A special request for a tour can be made in writing to Registrar/Collections Manager in advance of scheduling an appointment. A description of the reason for the request should also be provided.

### **Guidelines for Individual Visitor Appointments:**

- No food, beverages, or chewing gum are permitted in the study room.
- Notes must be taken with **No. 2 pencils only**; pen, mechanical pencils, and markers are not allowed.
- Remove large or dangling jewelry, scarves, or other accessories that might unintentionally drag across the artwork.
- The following items are to be left in the museum's adjoining library: bags, backpacks, purses, coats, jackets, hats, scarves, umbrellas, or musical instruments.
- Please silence all cellphones.
- Photographs can be taken for private use. Please keep camera/cellphone at least one foot from the surface of all artwork.
- Museum and art professionals can request permission to handle art in writing accompanying their appointment request form to the Registrar/Collections Manager. Once the request is approved, the following should apply:
  - Please wash hands before entering study room
  - To remove protective glassine sheet, open the window mat slowly and completely and lift the glassine. Do not drag it across the surface of the work. Replace glassine in the same careful manner.
- Individuals may view library materials during their visit or make separate appointments through the Collections Manager/Registrar. These materials are not searchable online.

### **Guidelines for Class and Group Appointments:**

Instructors are responsible for keeping the class together, and for preventing browsing or wandering through the study room. Please share the following information with your students prior to your visit, and help them adhere to these procedures.

- Classes must gather in the lobby prior to entering study room. A member of the Collections staff will escort class into the study room.
- **Never touch the surface of an artwork** with your hand, ruler, or any other object. Exercise caution when pointing to a work while discussing its content.
- Only museum staff members are allowed to handle artwork during class visits.
- No food, beverages, or chewing gum are permitted in the study room.
- Notes must be taken with **No. 2 pencils only**; pen, mechanical pencils, and markers are not allowed.
- Remove large or dangling jewelry, scarves, or other accessories that might unintentionally drag across the artwork.
- The following items are to be left in the museum's adjoining library: bags, backpacks, purses, coats, jackets, hats, scarves, umbrellas, or musical instruments.
- Please silence all cellphones.
- Photographs can be taken for private use. Please keep camera/cellphone at least one foot from the surface of all artwork.

**Study Room Appointment Request Form**

Please refer to the Study Room Policy for study room rules and guidelines.  
 Appointments available M-F 10 am - 4 pm.

Please submit to Registrar & Collections Manager Sarah Price ([srprice@ksu.edu](mailto:srprice@ksu.edu))  
 and/or Registrar & Collections Specialist Theresa Ketterer ([tkette@ksu.edu](mailto:tkette@ksu.edu)).

Today's date: \_\_\_\_\_ Visit date & time requested: \_\_\_\_\_

2nd choice date & time: \_\_\_\_\_

Name of requestor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Class Visits**

Course title: \_\_\_\_\_ Number of people: \_\_\_\_\_

University/Institution (if applicable): \_\_\_\_\_

Department affiliation (if applicable): \_\_\_\_\_

Reason for request (if list of works is not provided at time of submission): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

	Accession #	Title of artwork	Artist
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

By submitting this request, I agree to the guidelines stated in the Beach Museum of Art Study Room Policy.

\_\_\_\_\_  
 Signature of Requestor