



Dept. 3807, 1000 E. University Ave., Laramie, WY 82071
307.766.6622 • 307.766.3520 fax
uwartmus@uwyo.edu • www.uwyo.edu/artmuseum

GUIDELINES FOR USING ART MUSEUM RESOURCES

FACULTY

Welcome to the University of Wyoming Art Museum. As an integral component of our mission, the Art Museum makes its resources available to the faculty and students of University of Wyoming, as well as to faculty and students of other educational institutions and to the general public. We encourage you to make frequent use of our collections and exhibitions in your courses and research.

THE MUSEUM COLLECTION

The Art Museum has a permanent collection of over 7,300 works of art. The collection consists of European and American paintings, prints, drawings, and sculpture; 19th century Japanese prints; 18th and 19th century Persian and Indian miniature paintings; 20th century photography; decorative arts; crafts; and African and Native American artifacts. The Art Museum exhibits works from the permanent collection as well as loan exhibitions throughout the year.

USING THE MUSEUM IN YOUR TEACHING

The Art Museum's schedule is generally determined several years in advance, so faculty can include future exhibitions when planning courses. We also host lectures and other events to coincide with our exhibitions, and we welcome faculty collaboration in arranging such programs. We are happy to assist in creating projects that correlate to all areas of study using the collection.

BEFORE YOU OR YOUR STUDENTS VISIT THE MUSEUM

Objects on view change throughout the academic year, so we advise you to check with our staff before planning a visit or assigning a paper on a particular object or exhibition.

If you will be giving assignments that require students to visit the Art Museum, please be sure to read and to have your students read our "Student Visit Guidelines". If your students are expected to complete a course assignment using the Art Museum's resources it is strongly advised that you alert us by sending a copy or description of any such assignment so that we can help facilitate the use of the Art Museum resources as best as possible.

If you will be drawing heavily on the collection, please consult us before you plan your course syllabus. This will allow us to anticipate your needs and to plan with you. We also ask that you send us a copy of your syllabus as soon as it is available.

1. Scheduling class visits and student assignments:

Please email the Chief Curator, Nicole Crawford, at curator@uwyo.edu to schedule class visits. This will allow us to confirm that what you want to see is on view, and it will also avoid conflicts with other groups who have already made appointments to visit the Art Museum. We urge you to do this with as much advance notice as possible.

2. Classroom use:

The Multipurpose Room is a classroom/meeting space in the Art Museum that can accommodate up to twenty people. It is available during museum hours, Monday through Friday, 10 a.m. to 5 p.m., for faculty/student use of viewing works of art not on public view. The room is located in the secure areas of the Art Museum and therefore a museum staff member must always be present when the room is in use. However, the staff member is available to answer questions about the artwork or museum practices. Courses and meetings are scheduled in the Multipurpose Room throughout the year; it is also available for one-time class use, and therefore it is strongly suggested that you schedule your visit to view specific works not on public display with as much advance notice as possible.

3. Selecting works for class visits and student assignments:

The Chief Curator, Nicole Crawford, is available by appointment to help you select works for class study or assignment. She can be reached by email at curator@uwyo.edu. We will try to make available the works you request, either by including them in exhibitions in our permanent collection galleries or by presenting them temporarily in the Multipurpose Room.

Inclusion of an object in the permanent collection galleries (where it might remain on view for the duration of a course) requires several months notice and must be discussed with the museum staff. Please email the Chief Curator, Nicole Crawford, at curator@uwyo.edu if you are interested in this opportunity.

4. Individual student visits:

All students may visit the Art Museum during normal operating hours to view works on exhibit. Appointments are required, however, for access to works in storage, museum records, or for consultations with staff.

5. Visits to copy or sketch:

Class visits to copy or sketch works of art, like all other class visits to the Art Museum, should be scheduled in advance. The use of pens or permanent markers are not allowed in any of the Art Museum's galleries or in the Multipurpose Room.

USE OF MUSEUM RECORDS

Students in museum studies courses or in other disciplines (including history, American Studies, or foreign languages, for example) may want to do research on a particular work in the collection. In order to have access to Art Museum records, students must complete a Research Request Form (available on the Art Museum website) and make an appointment with the Chief Curator, Nicole Crawford, by email at curator@uwyo.edu. It is important for faculty to notify the Chief Curator if they plan to make such an assignment. Since it is not always possible to provide access to records on short notice, please advise your students to plan ahead if they will require such assistance.

REPRODUCTIONS OF MUSEUM OBJECTS

Images of many (though not all) Art Museum objects are available for use in academic materials only. The requesting faculty member or student is required to sign a release form that the image or images will not be used for any other use. If a reproduction does not exist and is needed for teaching, faculty should make a written request to have an object photographed before the beginning of the semester so that the Art Museum can consolidate all such requests into one photography shoot.

EXHIBITIONS AND EVENTS

Please check our website <http://www.uwyo.edu/artmuseum/>, follow us on Facebook or Instagram for current information about exhibitions and events. If you have further questions, please call the Museum at 307-766-6622.

STUDENT GUIDELINES FOR USING ART MUSEUM RESOURCES

We hope you enjoy your visit to the University of Wyoming Museum of Art. Please observe the following guidelines in order to help us preserve and protect the works of art for future visitors.

FOR THE PROTECTION OF THE ARTWORK, PLEASE;

Leave backpacks, luggage, and umbrellas in the lobby area before entering the galleries. Handbags, totes, or parcels larger than 13 x 17 inches must be stored in one of the available lockers. For security purposes, bags and briefcases may be inspected when you enter and leave the Art Museum.

Do not touch the art. Even the cleanest fingers are coated with acids and salts that will damage paintings, sculptures, and textiles. Please stay at least one foot away from the works of art, and refrain from gesturing or pointing at the art, particularly with pencils or brochures. Help preserve the presentation of the objects by not touching the Plexiglas or frames and by not leaning on the pedestals or walls.

Observe the no smoking policy. Smoking is not permitted in public buildings in the state of Wyoming.

Do not bring food or drink into the galleries, and refrain from chewing gum during your visit.

Please turn off cell phones. Phones may be used in the lobby area only.

Please keep your voices low so that other visitors can enjoy the Art Museum.

Photography in the Museum is not permitted, except by prior written permission. In conjunction with a specific course, University of Wyoming students and faculty who complete a request/release form may request photographs of objects in the Art Museum's permanent collection. Please email the Chief Curator, Nicole Crawford, at curator@uwyo.edu if you are interested.

Sketching in the Museum is permitted. Sketching may be done only with lead or colored pencils. The use of pens is not allowed in any of the Art Museum's galleries. Do not use chalk, crayons, liquids, or markers. Do not use floors, walls, or pedestals for support for sketching. Please use care with pencils; do not use them as pointers. Student artists wishing to use easels or wet materials must contact the Chief Curator, Nicole Crawford, by email at curator@uwyo.edu for permission.

If you need additional information on an object or artist in the collection you must complete a Research Request Form (available on the Museum website <http://www.uwyo.edu/artmuseum/>). Please plan for the museum staff to respond within two weeks to your request.