

Reed Collections Study Center

Guidelines for Public Use

In order for the Henry Art Gallery staff to ensure the safety of the museum's irreplaceable artwork while providing collections access to the University community and the public, the following procedures are required of visitors to the Reed Collections Study Center:

Use of the Study Center is by appointment, Tuesday-Friday, 9:00 AM-5:00 PM. Interested parties should contact the Collections Access and Outreach Manager: (206) 543-1739 or contact-collections@henryart.org. Appointments are made on a first come first served basis and appointment requests should be submitted at least two weeks before the date(s) sought.

Visitors are encouraged to use the Henry Art Gallery's online collection resources to make an initial object selection: <http://www.henryart.org/collections>. Access to some objects may be restricted by the object's condition, other research or museum needs, or circumstances defined by Study Center staff.

The Study Center is open to individuals and groups of 30. (Classes and groups exceeding the 30-person limit may use the Study Center in smaller sections.) Visitors must be accompanied by Study Center staff at all times.

All bulky accessories and clothing items (coats, jackets, messenger bags, book bags and backpacks), as well as any rain-soaked garments, must be stowed in the lockers inside the main Henry Art Gallery entrance.

Pens may not be used in the Study Center, but the use of pencils is permitted. Use of laptops must be pre-approved and will be restricted to tables and surfaces that are completely free of art.

Food and drink are not permitted in the Study Center or in the museum galleries. This includes gum, cough drops and liquids in unopened or resealable containers. Visitors to the Study Center will be required to consume or discard all food and drink prior to entering the museum – no exceptions.

Study Center visitors may not touch the works of art, including any matted, framed or apparently sturdy works. (Artworks can be irreparably damaged by incorrect handling or from exposure to perspiration and oils in the skin.) Study Center staff is available to move the artwork, as needed.

Photography is not permitted. Visitors may not bring cameras into the Study Center and mobile phones must be turned off.

Visitors must stand at least one foot away from any works of art. No one may sit or lean on the Study Center tables and any visitors who are sneezing or coughing should do so away from the artworks.

Artist files and reference library materials are only for use in the Study Center. The UW Libraries offer additional research opportunities.

Please note: New Reed Collection Study Center visitors may be asked to provide a photo ID.