

The Los Angeles County Museum of Art

LACMA Study Center for Photography and Works on Paper

Guidelines for Class Visits

I. Scheduling Class Visits

- Instructors must book their class at least three weeks in advance.
- Availability is limited, so please schedule as far in advance as possible.
- Classes are usually scheduled for Monday, Tuesday, and Friday afternoons, 2-5 PM. Exceptions are occasionally made for classes that meet outside these parameters.
- No classes will be scheduled later than 5pm or on weekends. Classes typically last one to two hours. Instructors must indicate the duration of the class visit.
- The optimal maximum class size is no more than 15 people.

II. Preparing for Class Visits

- Once a class is scheduled, instructors must confirm via email the appointment day and time and the number of students that will attend.
- Lists of requested work must be received at least 2 weeks prior to the visit. Accessibility to viewing everything on the list is subject to the Study Center manager's approval.
- The study center display cases generally hold 15-20 objects. In addition to a list of up to 15-20 works, instructors should provide the Study Center manager with 3-5 alternate choices.
- Because of the fragility of illustrated books, and because books are difficult to view in a group situation, only a few volumes may be selected for class visits.
- Prints or drawings that are oversized, framed, or delicate might be unavailable. In these cases, the Study Center manager will attempt to substitute other similar works, where appropriate.
- If instructors have a preference as to how or in what order works are arranged, they will need to indicate this to the Study Center manager prior to the date of the class visit.

III. Day of Visit Procedures

- The instructor will wait at the staff entrance at Wilshire Blvd. and Spaulding Ave. to greet the class.
- When the entire class is assembled the instructor should request that security contact the Study Center manager. Students and the instructor should sign in at the security desk at the staff entrance to obtain visitor passes and to obtain parking validations.
- The Study Center manager will come down and escort the class to the Study Center. Students must be on time. The class will not be escorted to the Study Center until all students have arrived.

- Notebooks and pencils are allowed in the Study Center. Pens and markers are not allowed.
- Non-flash photography is permitted for research purposes.
- Bags may be stored with the Study Center manager.
- No beverages, food, or gum are allowed in the Study Center.
- Students are expected to sit on chairs, or to stand without leaning on the tables.
- When leaning over to look closely at prints, please remove or be careful to hold necklaces, neckties, etc. from falling onto the prints.
- Visitor pass bearers may visit the museum free of charge after the completion of the class.
- During the appointment, the Study Center manager will be present to answer general questions about the museum and the collection, however the instructor will lead the discussion/lecture.

I have read and understand these procedures. I agree to follow them and ensure that the students I am supervising will likewise follow them.

Initials: _____ Date: _____

LACMA Study Center for Photography and Works on Paper

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