

The works on paper you are here to examine are extremely fragile and easily damaged. These guidelines will help prevent damage from occurring. Please read these guidelines and sign your name at the bottom before beginning your work.

- ♦ Upon your arrival, you will be greeted in the lobby on first floor. Please put your coat and any large bags in the coat room. If you plan to touch matted artworks, please **wash your hands** at this time.
- ♦ **Use only pencil to take notes**—not pens or markers.
- ♦ **Never touch the surface of an artwork** with your hand, ruler, or any other object.
- ♦ Remove large or dangling jewelry, scarves, or other accessories that might unintentionally drag across the artwork.
- ♦ Smaller bags and personal effects—except books, notebooks, and laptop computers—must be kept off the viewing table.
- ♦ Small children may not accompany print room visitors.
- ♦ 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.
- ♦ Do not turn the work over; always keep works face up. Handle works one at a time using both hands.
- ♦ Keep works flat on the table when viewing works. Do not prop or hold works up.
- ♦ If you need to look at the back of a work, please ask the Study Center staff for assistance.
- ♦ Stack the works on top of each other one at a time; never slide them from one stack to another.
- ♦ Maintain order of stacked works.
- ♦ We welcome your suggestions for making our catalogue records more accurate or complete. Please speak to the Study Center staff about your findings. Please do not amend any catalogue entries or labels.

Please sign below to acknowledge that you have read and understood these guidelines.

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Visitor's signature

date