



## Teaching Access to the Museum's Collections at the Avenir Foundation Conservation and Collections Resource Center

### Guidelines for GW Faculty and Other Instructors

The George Washington University Museum and The Textile Museum welcomes and encourages GW faculty, instructors, and teaching assistants to make use of its collections housed in the Avenir Center on GW's Virginia Science and Technology Campus (44930 Knoll Square, Ashburn, VA 20147).

The following information for class access has been developed to facilitate the use of collections specifically at the Avenir Center while maintaining the safety and security of the museum's irreplaceable objects. For information on accessing the collections at the Avenir Center as an individual researcher, please see the **Request Form for Research Access**.

Seeing objects that are not on display is a rare and exciting opportunity for students. The Avenir Center houses much of The Textile Museum's world-class collections. These include Oriental carpets and late antique, early Islamic (including tiraz), Indian (including Mughal), Southeast Asian, Central Asian, Persian, Turkish, and Greek textiles. The collections also include textiles from China, Japan, and Africa, although these are fewer in number. The museum also has extraordinary holdings of pre-Columbian Peruvian textiles. Styles that are particularly well represented include Ocucaje, Nasca, Huari, Chimu, Chancay, and Inca. In addition the collections include extensive holdings of textiles in the modern traditions that descend from pre-Columbian origins, including those of Guatemala and Mexico, as well as the Andean countries of Ecuador, Peru, and Bolivia.

While the majority of the museum's textile collections are located at the Avenir Center,<sup>1</sup> there are other opportunities to utilize museum resources and collections on GW's Foggy Bottom Campus. These opportunities are listed below and do not require further use of this document.

### Accessing Collections Stored on GW's Foggy Bottom Campus:

The museum's Arthur D. Jenkins Library is a non-circulating, research library dedicated to the textile arts. It features thousands of hard-to-find print and visual resources on the history of textiles, rugs, and costume, as well as contemporary fiber art, textile structures and techniques, and textile conservation. The multilingual collection consists of monographs, serials, pamphlets, auction catalogs, slides, and videotapes. Located on the fourth floor of the museum on GW's Foggy Bottom Campus, the library is open to the public on Wednesdays and Thursdays 1 p.m. to 4 p.m. and by appointment. Please email [museumlibrary@gwu.edu](mailto:museumlibrary@gwu.edu).

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<sup>1</sup> In the future, portions of the Albert H. Small Washingtoniana Collection and the GW Brady Collection will be available for access at the Avenir Center as well.

The museum's Albert H. Small Washingtoniana Collection contains historic prints, maps, books, manuscripts, and ephemera detailing the founding of Washington, D.C., much of which can be accessed through appointment at the Albert H. Small Center for National Capital Area Studies located at the museum. The reading room is open by appointment on Mondays, Wednesdays, and Thursdays from 11:30 a.m. to 4 p.m. Please e-mail [washingtoniana@gwu.edu](mailto:washingtoniana@gwu.edu).

### **Visiting Public Galleries with your Class:**

Our museum on GW's Foggy Bottom Campus presents thematic, rotating exhibitions to the public. Integrating a visit to the galleries is a highlight for many classes ranging from African music to chemistry. A gallery visit may be the best option for large classes, survey courses, or situations in which an overall view of the subject matter is desired.

The museum is open to the public at the following times:

Monday: 11 a.m. to 5 p.m.

Wednesday–Thursday: 11 a.m. to 7 p.m.

Friday: 11 a.m. to 5 p.m.

Saturday: 10 a.m. to 5 p.m.

Sunday: 1 to 5 p.m.

*Closed Tuesdays and the following university holidays: Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Labor Day, Thanksgiving holiday (Thursday and Friday), Christmas Eve, Christmas Day, New Year's Eve, New Year's Day.*

Before scheduling a gallery visit, instructors should contact the museum's Education Department (202-994-5506 or [loriak@gwu.edu](mailto:loriak@gwu.edu)) to ensure there are no conflicts with previously scheduled tours or events.

There is no cost for GW students and faculty to visit the museum. We simply ask that you check in at our reception desk when you arrive so that we can maintain an accurate count of daily attendance. This also helps us assist any late arriving students to meet up with your group.

### **Visiting the Avenir Center with your Class:**

Access to collections at the Avenir Center is available Monday through Friday, 9 a.m. to 3 p.m., by confirmed appointments only that are made at least four weeks (one month) in advance. Class visits to the Avenir Center are not permitted during evenings or weekends. All requests are addressed as staff schedules permit.

The maximum number of students allowed in the curatorial workroom at any one time is ten. To accommodate larger class groups, instructors need to divide their students in groups and schedule multiple visits.

Please e-mail the appropriate curatorial staff member at the address below in order to discuss your teaching topic(s) and to select appropriate objects for viewing. Once objects have been selected, fill out the attached **Request Form for Teaching Access** and return it to the appropriate curator.

<b>Collection</b>	<b>Contact Person</b>	<b>Email</b>
Africa	Sumru Belger Krody	skrody@gwu.edu
Central Asia		
Early Islamic		
Islamic		
Late Antique		
North America		
Central America		
Pre-Hispanic America		
South America		
East Asia		
South Asia		
Southeast Asia		

## Request Form for Teaching Access at the Avenir Foundation Conservation and Collections Resource Center

### CONTACT INFORMATION

Name/Title: \_\_\_\_\_

University Department: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Teaching Assistant(s): \_\_\_\_\_

### CLASS INFORMATION

Course Number/Title: \_\_\_\_\_

Number of Students (Please attach a list of attending student names): \_\_\_\_\_

Class Level: \_\_\_\_ Undergraduate \_\_\_\_ Graduate

Please list object numbers below (or attach a separate sheet), as suggested by curatorial staff:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**REQUESTED DATE/TIME** (Please provide several choices in order of preference)

Date(s) Requested: \_\_\_\_\_

Time Requested (must be between 9 a.m. to 3 p.m.): \_\_\_\_\_

**COLLECTIONS INFORMATION**

Please identify those collections from which you are requesting access to materials

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Africa          | <input type="checkbox"/> East Asia     | <input type="checkbox"/> Pre-Hispanic America |
| <input type="checkbox"/> Central America | <input type="checkbox"/> Islamic       | <input type="checkbox"/> South Asia           |
| <input type="checkbox"/> Central Asia    | <input type="checkbox"/> Late Antique  | <input type="checkbox"/> Southeast Asia       |
| <input type="checkbox"/> Early Islamic   | <input type="checkbox"/> North America | <input type="checkbox"/> South America        |

Authorized for the George Washington University Museum and The Textile Museum by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Guidelines for Teaching Access to Collections at the Avenir Foundation Conservation and Collections Resource Center

The following guidelines for teachers and students have been developed to facilitate the study of our collections while maintaining the safety and security of the museum's irreplaceable objects. Anyone not adhering to these guidelines may be asked to leave the facility.

1. All access requests must be submitted at least four weeks in advance of the desired date for a visit.
2. Only persons who are listed on the **Request Form for Teaching Access** will be permitted in the study area.
3. Teaching accesses will be conducted at the Avenir Center, located on GW's Virginia Science and Technology Campus (44930 Knoll Square, Ashburn, VA 20147), and may only take place between 9 a.m. and 3 p.m.
4. A mandatory one hour lunch break will be scheduled by museum staff.
5. Access participants must observe all museum access and security regulations while in the study area and must follow all instructions from museum staff.
6. Coats, umbrellas, unnecessary bags, etc. cannot be brought into the study space. Any necessary bags or possessions taken into the study area are subject to examination upon departure.
7. Museum staff may request the removal of potentially damaging jewelry and accessories from an access participant's attire before allowing access to the study area.
8. Eating, drinking, smoking, and chewing gum are not permitted in the study area.
9. Access participants may only use pencils in the study area.
10. Access participants are responsible for supplying their own equipment (i.e. cameras, measuring devices such as calipers, magnifying loupes, etc.). All equipment may be subject to inspection and approval by staff prior to their use in proximity to collection objects. For measuring objects, the use of cloth tape measures is preferred. Please ask museum staff before using metal or plastic measuring devices.
11. Touching, moving, and adjusting objects should be performed by museum staff only. A staff member will be present at all times to conduct such actions.
12. For both the safety of the object and the access participants, disposable gloves will be provided.
13. For the safety of objects, do not use excessive light.
14. For pest control reasons please do not bring any textiles—except the ones you are wearing—into the study area.
15. Identification tags/labels must not be removed from objects

16. Cleaning (even superficial), dusting, and/or brushing objects is not permitted.
17. Object photography or illustration may be undertaken as long as the images are for personal research use and not for publication.\* “Photography” refers to images made in any medium, including but not limited to slides, print photography, video, digital images, etc. “Illustration” refers to images made in any medium, including but not limited to pencil, ink, paint, etc.
 

*\*High resolution images of objects may be available through the museum’s rights and reproductions program. If researchers would like to request publication-quality images for their work, please e-mail [MuseumReproductions@gwu.edu](mailto:MuseumReproductions@gwu.edu).*
18. Object testing (material analysis) and replicating falls under the provisions of the museum’s **Scientific Testing Policy** (available upon request) and proposals for such must be arranged in advance of the research visit.
19. Access participants should submit one copy of any paper or publication that results from the work undertaken during the research visit to the relevant curator.

Thank you for your compliance and understanding.

**Your signature below indicates that you have read and agreed to these guidelines:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<i>For internal use only:</i>		
Date received: _____	Date replied: _____	Initials: _____
Collections Management Department		
Research access approved by: _____	Date: _____	
Comments:		
Conservation Department		
Research access approved by: _____	Date: _____	
Comments:		
Curatorial Department		
Research access approved by: _____	Date: _____	
Comments:		
Other (if necessary)		
Research access approved by: _____	Date: _____	
Comments:		