Teaching Access to the Museum’s Collections at the 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 conservation and collections resource center on GW’s Virginia Science and Technology Campus (44930 Knoll Square, Ashburn, Va. 20147).

The Textile Museum has world-class collections of Oriental carpets, late antique, early Islamic including tiraz, Indian including Mughal, Southeast Asian, Central Asian, Persian, Turkish, and Greek textiles. Although smaller in number, the collections also include textiles from China, Japan and Africa. The museum also has extraordinary holdings of pre-Columbian Peruvian textiles. Styles that are particularly well represented include Ocucaje, Nasca, Huari, Chimú, Chancay and Inca. In addition the collection includes 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.

The museum’s Arthur D. Jenkins Library has a large collection of volumes encompassing 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. The library, located on the fourth floor of the museum on GW’s Foggy Bottom Campus is a non-circulating, research library dedicated to the textile arts. The library is open to the public on Wednesdays and Thursdays from 1 to 4 p.m. and by appointment. Please email museumlibrary@gwu.edu.

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. 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.

Our public galleries on GW’s Foggy Bottom Campus present thematic, rotating exhibitions, while thousands of objects in storage are available by appointment for more detailed, small-group study. Integrating a visit to the galleries or a collections study session is a highlight for many classes ranging from African Music to Chemistry.

The following guidelines for class access have been developed to facilitate the use of collections while maintaining the safety and security of the museum’s irreplaceable objects. For information on accessing the collections at the collections center as an individual researcher, please see the Guidelines and Forms for Research Access request form.
Visiting Public Galleries with Your Class:

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’s public hours are:
Monday, Wednesday–Friday: 11:30 a.m. to 6:30 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 (November 26 and 27), 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 (202-994-5578 or loriak@gwu.edu) to ensure there are no conflicts with previously scheduled tours or events.

There is no cost associated with GW faculty leading their own student group tour in our galleries. 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.

Viewing Objects Not on Display in the Galleries:

Seeing objects that are not on display is a rare and exciting opportunity for students. Object study works best for small classes, seminars, or groups of up ten people, depending on the nature of the access and the amount of objects requested. GW faculty should request teaching access to collections at the collections center at least four weeks (one month) in advance. Please fill out and submit the [Request Form for Teaching Access](#). The museum will then notify the instructor whether or not class access has been approved and scheduled. Please note that some objects from the Albert H. Small Washingtoniana Collection and the Luther Brady Gallery are not stored at the collections center. For access to these collections, contact the Albert H. Small Center for National Capital Area Studies and the Brady Gallery.

Access to collections at the collections center is available during normal working hours, 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 collections center are not permitted during evenings or weekends. All requests are addressed as staff schedules permit as there are often competing commitments on the working as well as on the Foggy Bottom Campus.

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.
For security reasons, students who are late may not be permitted to join their class group.

GW faculty must notify their students beforehand that no coats, bags, food, or drinks are allowed in museum classrooms or the curatorial workroom. Items may be placed in a safe area designated by the museum staff. Note that cell phone, tablet, laptop, and camera use are prohibited in curatorial workroom and storage areas. Pens, highlighters, and markers also are prohibited.

Students will be encouraged to look at objects, but only designated museum staff or those who have been trained in object handling will be allowed to handle objects unless special arrangements have been agreed upon with the relevant Curatorial Department.

Please return the Request Form for Teaching Access to us as soon as possible.
Request Form for Teaching Access at the Conservation and Collections Resource Center

Please fill out and return to the appropriate staff as soon as possible. Contact information is listed on the last page of this form.

CONTACT INFORMATION

Name/Instructor:________________________________________________________________

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

REQUESTED DATE (Please provide several choices in order of preference):

Date Requested:

Time Requested:

COLLECTIONS INFORMATION

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

___Africa     ___East Asia     ___Pre-Hispanic America

___Central America     ___Islamic     ___South Asia

___Central Asia     ___Late Antique     ___Southeast Asia

___Early Islamic     ___North America     ___South America
Please list materials below or attach a separate sheet with descriptions and object number(s):

Please e-mail the completed form to the appropriate contact person at the address below:

<table>
<thead>
<tr>
<th>Collection</th>
<th>Contact Person</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Africa</td>
<td>Sumru Belger Krody</td>
<td><a href="mailto:skrody@gwu.edu">skrody@gwu.edu</a></td>
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<td><a href="mailto:skrody@gwu.edu">skrody@gwu.edu</a></td>
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<tr>
<td>South America</td>
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Guidelines for Teaching Access to Collections at the Conservation and Collections Resource Center

The following guidelines for researchers 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 museum’s study areas. Any changes from these guidelines must be obtained in writing in advance from the relevant contact person.

1. All research requests must be submitted at least four weeks in advance of the desired dates for a research visit that involves access to the museum’s collections.
2. Only persons who are listed on the Request Form for Teaching Access will be permitted in study areas.
3. Research will be conducted at the conservation and collections resource center located on the George Washington University Virginia Science and Technology Campus (44930 Knoll Square, Ashburn, Va. 20147) between 9 a.m. and 3 p.m. Note these hours are subject to staff and space availability as there will often be competing commitments at the museum on GW’s Foggy Bottom Campus, as well as in our collections center study areas.
4. A mandatory one hour lunch break will be scheduled by the relevant contact person.
5. Researchers must observe all museum access and security regulations while in study areas and must follow instructions from museum staff.
6. Researchers must wear visitor badges at all times.
7. Researchers must leave all coats, umbrellas, backpacks, unneeded bags, briefcases, etc. in either the Collections Management office, the office of the relevant contact person, or another designated area. The museum does not assume responsibility for these items.
8. Any necessary bags or other possessions taken in study areas are subject to examination upon departure.
9. Museum staff may request the removal of potentially damaging jewelry and accessories from a researcher’s attire before allowing access to study areas.
10. Eating, drinking, smoking, and chewing gum are not permitted in study areas.
11. Researchers may only use pencils in study areas. No ball-point pens, markers, ink pens, or other permanent marking tools are permitted in study areas.
12. Researchers 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.
13. For measuring objects, the use of cloth tape measures is preferred. Please ask museum staff before using metal or plastic measuring devices.
14. Researchers may handle objects only with the permission of museum staff.
15. Only museum staff will move objects to and from storage equipment, or their storage boxes, mounts, and mats.
16. For both the safety of the object and the researcher, disposable gloves will be provided, and must be worn when handling objects. Note that collections may have been treated with harmful pesticides in the past and direct skin contact should be avoided.
17. For the safety of objects, please do not let textiles hang over the edge of the table and do not use excessive light.
18. For pest control reasons, please do not bring any textiles, except the ones you are wearing, into study areas.
19. During object handling, tags or labels must never be removed from objects.
20. Cleaning (even superficial), dusting, and/or brushing objects is not permitted without consultation with the museum’s Conservation Department.
21. Object photography may be undertaken only after a **Photography/Illustration Permission Form** has been signed and authorized in compliance with Museum restrictions. Note that photography refers to images made in any medium, including but not limited to slides, print photography, video, digital images, etc.
22. Object illustration may be undertaken only after a **Photography/Illustration Permission Form** has been signed and authorized in compliance with museum restrictions. Note that illustration refers to images made in any medium, including but not limited to pencil, ink, paint, etc.
23. 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.
24. Object testing (material analysis) and replicating (rubbings, impressions, and casts) 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.
25. Researchers should also submit to the relevant Curatorial Section and/or Collections Management office one copy of any paper or publication that results from the work undertaken during the research visit.

For internal use only:

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: