

Samek Art Gallery: Permanent Collection Study Room Guidelines

The Samek Art Gallery is an integral part of the intellectual and cultural life of Bucknell University and the region. The mission includes collecting, preserving, interpreting and making accessible the 5000+ objects in the permanent collection (see website, especially “Collections,” for more information).

The Permanent Collection Study Room is a primary resource for accessing the collection. It houses nearly half of the collection (primarily prints, photographs and drawings) in archival housing units, has appropriate study furniture, lighting, and space to study objects in the collection for individuals to a small-mid-sized seminar class.

This is an opportunity for students, faculty, staff, and visiting scholars to have access to the Samek Permanent Collection in a supervised manner. Visits require advance notice in order to schedule, prepare and plan to staff the visit. Please review the below guidelines before contacting the museum to request an appointment.

Setting up a visit:

1. Go to www.bucknell.edu/Samek/ to submit an Online Reservation form a minimum of **one week** in advance.
 - Reservations are made on a first come, first serve basis. Therefore, if necessary, we allow reservations to be made before a final checklist of works for viewing is finalized.
 - The form requires information including the requested date, time, number of visitors, contact information, and a list of artwork requested for study. (The Samek staff is available from 9-5 daily and generally takes lunch from 12-1.)
 - You should visit the Samek website to research the art collection before submitting your request. However, if you have a specific subject/process/material/artist/style/etc. in mind and cannot find suitable objects, contact the Assistant Registrar for recommendations. If you have been in contact with the Assistant Registrar about a works checklist, you can leave the artwork requested field blank and email the final list.
 - If the request is for multiple artworks, the Assistant Registrar can also set up a time with you to meet prior to the date of the class session to discuss setup and sequencing, and provide access to object files for your preparatory research.
 - The Assistant Registrar will email with a confirmation of your appointment and notify you if any works are unavailable or unstable for viewing. If you do not receive a reply, please contact us. Call 570.577.3792 or e-mail tag010@bucknell.edu with any questions or concerns.
 2. Requested work will be pulled and prepared for the visit. If students will be required to know information about the works when they leave (artists, titles, dates, mediums, etc.), a printable checklist can be provided for you prior to the visit (with one week advance notice). This will be emailed to you and you will be responsible for providing copies to your students.
 3. A staff member of the gallery will remain in the study room for the duration of your stay. We are here to facilitate your instruction and provide stewardship over the work(s). If you would like a member of the curatorial staff present to talk about the work(s), you will need to make that request in advance.
- ★ The number of visitors per visit is limited to 15. If your class is larger than 15 students, we suggest dividing the group and scheduling multiple appointments – or, if an exhibition is on display in the main gallery and your reservation is during open gallery hours, students can rotate between the current exhibition and the Study Room.

★ Please note that the Samek reserves the right to deny handling or viewing of objects that are in a fragile state.

**We ask that all visitors read the following Rules & Guidelines before their scheduled appointment:
(Faculty- Please provide this to your students prior to the day of the appointment.)**

- **No pens;** please use pencils if taking any notes. (The Samek cannot provide pencils for students- they will need advance notice to bring their own pencils, if notes are required.)
- **No food, drink or gum allowed** in the study room or gallery.
- Only Samek staff are permitted to handle works from the collection. For the security of the collection, please keep an appropriate distance away from works.
- No photography of the artwork is allowed. Pencil drawings are permitted.
- All artwork must remain in the collection study room. (At this time, we do not possess the resources necessary to bring works to the classroom.)
- **No backpacks or oversized bags, please.** We ask that they be left in the gallery offices. We suggest that students not bring objects of significant value to their appointment, as the Samek cannot be held accountable for objects lost or stolen.
- Do not remove any labels, supports or tags that may be attached to the artwork. Works cannot be unframed for viewing.

For additional information, contact Tracy Ann Graham, Assistant Registrar, at tag010@bucknell.edu or 570-577-3282.