EMORY

MICHAEL C.
**CARLOS
MUSEUM**

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An equal opportunity, affirmative action university   carlos.emory.edu

Study Access/Classroom Use of Objects

This form is intended to ensure the space is set up properly for your needs and to keep track of which objects are used often in teaching.

Requested by	
Date	
Curator contacted	

☐ Requested for teaching use		☐ Requested for study/examination
Date and time of class		
Regular location of class		
Approximate number of students		

Please note that requests are dependent upon availability of staff and suitable space within museum.

Object Number	Title/Description

Intended Use of Objects	

Instructors must plan to be present to lead the discussion of the objects unless they have arranged well in advance for a museum curator to do so. Faculty members are encouraged to schedule for the artwork to be present only for as long as it is needed for discussion. Large, cumbersome, or fragile objects will not be offered for use in the classroom. Due to liability concerns, objects on loan are not available. For security reasons all artwork will be removed from the classroom approximately 5 minutes prior to the end of the class session. Faculty should inform students in advance of the following rules for all classes in which artwork is presented.

- *Open food and beverages are not permitted.*
- *Photography is not permitted (including phone and tablet cameras).*
- *Service Animals (as defined by the Americans with Disabilities Act) are permitted in the museum. However, Therapy and Emotional Support Animals (as defined by the Federal Housing Act) are not permitted in the museum. Faculty are asked to inform museum staff in advance if a student will attend accompanied by a Service Animal.*
- *Artwork may only be handled by museum staff unless otherwise indicated.*
- *Only pencil and paper may be used. Colored pencils, pens, markers, and anything containing ink are not permitted.*
- *Museum staff will also give brief instructions to the class regarding appropriate behavior around artwork. A specific list of these instructions is available upon request.*