

# Henry

## HENRY ART GALLERY COLLECTION ACCESS POLICIES

The Henry's permanent collection is made accessible to researchers, scholars, artists, and curators, the Seattle university community, high school classes, special interest groups/organizations, and the general public by appointment. The works requested are displayed in the Eleanor Henry Reed Collection Study Center. In making collection objects and documentation available, priority will be given to the needs of the Henry's curatorial and collections departments. In all cases, the Henry seeks to balance requests for access with its mission to preserve the fragile and rare artwork it collects.

### COVID PROTOCOLS

To allow for physical distancing and to best ensure the safety of our visitors and staff, we are currently allowing a maximum of fifteen visitors in the study center at one time, including lecturers and chaperones. We will revisit this number frequently, as the situation continues to evolve.

Please send a list of attendees one week prior to your visit.

Please note that masks must be worn at all times inside the Henry, and that proof of vaccination will be required.

#### For groups of five or fewer

Upon arrival at the Henry, please gather in the lobby space, with one representative checking in at the front desk. A Henry staff member will check proof of vaccination for each visitor. Only pencils and paper or smartphones/tablets/laptops may be used in the Study Center. Lightweight outerwear that is dry and fully closed may be worn. We ask that all other personal belongings, including any food or drink, be placed in the lockers to your right upon entry. A member of Collections staff will be called to meet your group and take you to the Study Center, which is one floor down on the mezzanine level. Visitors are welcome to take the stairs or the elevator.

#### For groups of more than five

Upon arrival at the Henry, please gather outside, with one representative checking in at the front desk. A Henry staff member will check proof of vaccination for each visitor. Only pencils and paper or smartphones/tablets/laptops may be used in the Study Center. Lightweight outerwear that is dry and fully closed may be worn. We ask that all other personal belongings, including any food or

drink, be placed in the bin provided, which will be guarded by Henry staff. A member of Collections staff will be called to meet your group and take you to the Study Center, which is one floor down on the mezzanine level. Visitors are welcome to take the stairs or the elevator.

#### VISITS TO THE ELEANOR HENRY REED COLLECTION STUDY CENTER

- Requests for appointments to view works from the collection must be made at least two weeks in advance.
  - o Study Center hours are Tuesday–Friday from 10 AM to 4 PM. A limited number of evening appointments between 5 and 8 PM are available on Thursdays for groups that are unable to visit during regular hours.
  - o Study Center visits may last up to one hour, beginning at the time scheduled. It may be possible to arrange a longer visit in advance, which will be considered on a case-by-case basis.
  - o The Study Center can accommodate up to 15 visitors at a time, including lecturers and chaperones. Larger groups may be split into consecutive sessions.
- Visitors must select the objects to be viewed at least one week in advance of their appointment.
  - o Collections staff are not able to create lists for visitors. Visitors are to peruse the [website](#) and provide a list of preferred objects, which will then be reviewed by staff. Please see the access restrictions below.
  - o Due to space constraints and for security reasons, collections staff may limit the number of objects pulled per visit. For small, flat works, the maximum is 20. For larger and/or three-dimensional objects, the maximum will depend on space, and may be significantly lower.
  - o During a Study Center visit, we are not able to provide access to any objects not requested in advance.
- Study Center visits must occur under the direct supervision of collections staff.
  - o Objects made available for viewing will only be handled by a collections staff member. Study Center visitors may not handle objects.
  - o All objects, including collections documentation, must be retrieved and returned to storage by collections staff.
- All research and viewing of artwork must be done in the Study Center.
  - o Objects cannot be brought into the museum galleries.
  - o Objects cannot be brought outside the museum, including to classrooms.
  - o Artworks that are not part of the Henry's permanent collection are not permitted in the Study Center without approval from museum curatorial staff.
- For purposes of security and object safety, visitors may only bring materials that will be directly used in their research and teaching into the Study Center.
  - o Food, drink, and chewing gum are not allowed in any collections areas.

- Pens are prohibited. Only pencils and paper or smartphones/tablets/laptops may be used in the Study Center.
- Large bags and jackets must be stored in the museum's coat room in the lobby or in a bin that will be provided.
- Photography (without a flash) is allowed in the Study Center, for personal use only, excepting certain pieces. Staff will alert visitors if photography of a piece is not allowed.
- Collections documentation is provided without warranties as to its accuracy or completeness. Study Center visitors will assume any and all risk in their use of this information.
- All visitors requesting access to the collection must comply with collections procedures and security requirements, and be able to complete their work during regular business hours. The Henry reserves the right to deny requests for access to visitors who have previously failed to comply with rules and regulations and/or caused damage to artwork.
- It is expected that all visitors who make use of the collection will adhere to any legal and ethical requirements imposed by the Henry Art Gallery or by the University of Washington, and that they will operate in accordance with the generally accepted ethical standards of the field in which they are working.

#### ACCESS RESTRICTIONS

- Access to the following objects is restricted. They will not be pulled and displayed in the Study Center without special permission.
  - Works larger than 50" in any direction and/or heavier than 30 lbs
  - Objects in fragile condition
  - Objects not currently in accessible storage
  - Works that have specific installation requirements that are beyond the capability of Study Center staff and Study Center facilities
  - Photographs made before 1850 or that are very light sensitive, including salt paper prints, daguerreotypes, and tintypes
  - Recent acquisitions will not be made available until they have been processed into the collection
- The following collections management information is restricted and will only be provided to researchers if approved by the Director.
  - Names of donors, former owners, or lenders who wish to remain anonymous
  - Mailing addresses and telephone numbers of all donors, former owners, and lenders
  - Object storage locations
  - Object values, including purchase prices, appraisals, and insurance valuations
  - Conservation reports and treatment records

#### THE DISPLAY OF WORKS

- Because the display is very temporary, no additional exhibition preparation will be given to any object.
  - o Costumes and textiles will not be hung or dressed on a mannequin. They will be displayed flat on the tables.
  - o Works will not be framed or glazed, nor will they be unframed or unglazed.

Thank you for complying with the Henry's collection access policies. We look forward to your visit!