Achenbach Foundation for Graphic Arts
Guidelines for Class Visits

I. Scheduling

- Instructors must send an email to achenbach@famsf.org requesting a visit by **January 15** (spring semester), **May 15** (summer session), **August 15** (fall semester); advanced undergraduate and graduate courses that will benefit most from an in-person viewing of the collection will receive priority until all available spots are filled.
- Due to high demand, instructors may only bring one class per semester.
- Classes may not exceed 18 individuals total.
- All classes must be scheduled on Tuesdays or Fridays, 10 am to 4 pm. They are scheduled subject to staff availability. Weekend and evening classes cannot be accommodated.
- Classes typically last one to one and a half hours. Instructors must indicate the duration they will need and must not exceed this limit.
- The Study Center closes promptly at 4 PM.

II. Preparing for Class Visits

- The instructor must **provide the projected number of students** in the class in their initial visit request and confirm the number expected to attend at least two weeks prior to the visit.
- The instructor must **provide a list of no more than 15 artworks** to view when they send their visit request. Please use FAMSF’s [Explore the Art](#) to select works on paper you wish to see.
- Everything on the list is subject to curatorial approval. Artworks that are oversized, unavailable, framed, or fragile might be struck from the list. In these cases, a substitute of similar work may be offered.
- If instructors have a preference as to the order in which works are arranged, they will need to indicate this in their email.

III. During Class Visit

Instructors are expected to observe and inform their students of the following procedures:

- The instructor will wait at the entrance to the Legion of Honor, 100 34th Avenue, to greet the class.
- **Only once the entire class is assembled** should the instructor check in with the admissions desk (who will call an Achenbach staff member).
- Visitors will be asked to leave all bags in a secure space adjacent to the Study Room prior to entrance. **Small notebooks, paper, pencils, and cameras are the only items permitted in the Study Center.** Visitors should bring their own supplies. Photography is permitted, with the flash turned off.
- **No beverages, food, or gum** are allowed in the Study Room.
- **No one may touch works of art** without prior permission.
- Students are expected to sit steadily on chairs, when available, or to **stand without resting on the tables and ledges.** When leaning over to look closely at artworks, please prevent necklaces, neckties, etc. from falling onto the works.
- FAMSF docents will be on hand to monitor visits, but **it is the expectation that instructors will provide the content of the class.**

*I have read and understand these procedures.*

*I agree to follow them and ensure that the students I am supervising will likewise follow them.*

Initials: ___________________________ Date: ___________________________