

# Achenbach Foundation for Graphic Arts

## Guidelines for Class Visits

### I. Scheduling

- Instructors must send an email to [achenbach@famsf.org](mailto: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: \_\_\_\_\_