

The Eloise W. Martin Study Center offers an intimate environment in which to study art, and it serves a number of individuals, scholars, curators, and classes each year. The Block Museum is committed to making the collection as accessible as possible for classes. Please help us to ensure that your class visit is enjoyable for the students and safe for the collection. We ask that you observe the following procedures and guide your students accordingly.

### **Planning a Class Visit**

We encourage you to schedule class visits prior to the beginning of the quarter as Study Center appointments are made on a first-come, first-served basis. Appointments will be scheduled Monday through Friday, between the hours of 10:00a.m.–noon, and 1:30–4:00p.m. unless the museum is closed for exhibition installation. To schedule your appointment, please contact collections assistant Elizabeth Wolf at 847-467-0734 or by email [printroom@northwestern.edu](mailto:printroom@northwestern.edu).

To select works for your visit, you may search the Block collection's online database:  
[www.blockmuseum.northwestern.edu/collections/search.html](http://www.blockmuseum.northwestern.edu/collections/search.html)

Or you may contact one of the curators to discuss which works might be appropriate for your class. We generally recommend no more than 20 works per class session. Artworks not requested in advance will only be shown at the discretion of the staff member in attendance.

The Eloise W. Martin Study Center can comfortably accommodate up to 15 visitors. We have found that small groups also have a very rich experience in the study center. However, if your class is larger we can discuss alternatives such as splitting into smaller groups. Although the Block does not restrict Study Center viewing to particular age groups, works may be framed prior to presentations for elementary school groups or other young visitors.

Museum staff will oversee your visit and handle all art objects. If you would like to have a curator present to discuss artworks, please let us know upon scheduling your appointment. Otherwise we assume that professors will conduct all class discussions.

### **Guidelines for Classes**

Instructors are responsible for keeping the class together, and for preventing browsing or wandering through the study center. Please share the following information with your students prior to your visit, and help them adhere to these procedures.

- ♦ Upon arrival, students and instructors must check coats, backpacks, bags, umbrellas, and other effects in the first floor coat room near the information desk. You will be greeted by a museum staff member and escorted upstairs to the Eloise W. Martin Study Center after everyone had arrived. Tardy students will not be admitted unless prior arrangements are made with the professor and museum staff.
  
- ♦ Remove large or dangling jewelry, scarves, or other accessories that might unintentionally drag across the artwork.

- ♦ Cell phones must have the volume turned off and their use is prohibited during class presentations.
- ♦ If you have a small bag or purse, please keep it on your chair or the floor next to you—not on the Study Center table. Notebooks should also be kept on laps if artworks are being passed on the table.
  
- ♦ **Use only pencil to take notes**—not pens or markers.
  
- ♦ All classes will have a staff member in direct attendance. Under no circumstances are students to handle artworks.
  
- ♦ **Never touch the surface of an artwork** with your hand, ruler, or any other object. Exercise caution when pointing to a work while discussing its content.
  
- ♦ Keep works flat on the table when viewing them. Do not prop or hold works up.
  
- ♦ If you need to look at the back of a work, please ask Study Center staff for assistance.

### **Class Research Projects**

Individual study of artworks can be a very enlightening opportunity for students. We are happy to work with professors to pull works in advance that they would like to have available throughout the quarter for class projects. We also welcome the opportunity for students to select works from the Block collection for research papers. Individual student requests to view works from the collection should be made at least one week in advance, by contacting collections assistant Elizabeth Wolf at 847-467-0734 or by email [printroom@northwestern.edu](mailto:printroom@northwestern.edu).