Mildred Lane Kemper Art Museum
Teaching Gallery & Study Room Guidelines

Reflecting its mission to engage the Washington University community, the Mildred Lane Kemper Art Museum encourages faculty members to integrate the Museum’s permanent collection into their teaching. Faculty can use the collections in many ways, by arranging tours of our exhibitions, visiting our Study Room, and, perhaps most effectively, organizing an installation in the Teaching Gallery. This unique exhibition space offers faculty from across the entire campus the opportunity to engage in making cross-disciplinary connections utilizing selected works from the Museum’s collection.

1. KEMPER ART MUSEUM TEACHING GALLERY

What is the Teaching Gallery?

The Teaching Gallery is a space within the Kemper Art Museum’s Bernoudy Permanent Collection Gallery dedicated to integrating works from the Museum’s permanent collection into the university curriculum. The gallery is intended to be a flexible space that faculty can use in a variety of ways, ranging from art historical analysis, to creative writing assignments, to interdisciplinary inquiry. The faculty member works with a Kemper curator and educator to determine the exhibition content and approach. A Teaching Gallery exhibition is typically installed for one semester so faculty can schedule class visits and student assignments throughout the duration of the course.

How large is the Teaching Gallery?

The Teaching Gallery is located in the northeast corner of the Bernoudy Permanent Collection Gallery. The space contains roughly 85 linear feet of exhibition space. Faculty will work with museum staff to determine the number and type of artworks that can be accommodated in each installation.

How do I schedule a Teaching Gallery exhibition?

Faculty should contact the Museum Educator & Coordinator of Public Programs (314.935.7918) to discuss a proposal for a future exhibition in the Teaching Gallery. The Teaching Gallery exhibition schedule may be booked several semesters ahead, so faculty should begin working with the educator as soon as they have a potential proposal idea. At a minimum, Teaching Gallery exhibitions must be scheduled and planned a semester in advance.

Upcoming Deadlines:

Proposal deadline for a Fall 2010 exhibition: March 1, 2010.

TEACHING GALLERY GUIDELINES:

The faculty member may select from paintings, sculptures, and works on paper, although we encourage the use of our large collection of works on paper.

The Kemper Art Museum will provide standard object labels for each artwork which include the artist’s name, title of the work, date, and medium. Please note that the Museum does not provide labels with explanatory text. In some cases, the faculty member may be asked to proofread object labels prior to their installation. No additional signage will be hung in the Teaching Gallery. If the faculty member would like to provide additional text, he or she can work with the educator to create a one-page Gallery Handout of approximately 750 words that can be printed in-house. Any additional production costs incurred are the responsibility of the faculty member.

The opening of the teaching gallery exhibition generally corresponds with the opening of the special exhibitions at the beginning of each semester.
Planning the Installation

5-6 months in advance of the opening:
The faculty member should review artwork in the Museum’s collection together with the educator and curator to develop a list of works to consider for the exhibition. Full access to the collection is available through the Museum’s website at http://kemperartmuseum.wustl.edu/collections.

4 months in advance:
The faculty member should submit a preliminary checklist to the educator, who will consult with the registrar for the Museum to check each object’s availability and condition. Some objects may not be available for display, based on condition, prior commitments, and/or security issues.

3 months in advance:
The final checklist and a proposed layout should be submitted and approved by Museum staff, including the educator, curator, and registrar.

2 months in advance:
Final text (approximately 750 words) for Gallery Handout is due to the educator and curator. This text should include a description of the exhibition and the course, a brief discussion of how the students will utilize the works on display in the context of their learning, and some additional resources for further information (which can include print publications, other Museum exhibitions, or online resources).

2 to 3 weeks prior to exhibition opening:
The faculty member will meet with the registrar on the first day of installation to determine the final layout of artwork in the gallery space. The layout must be approved by Museum staff prior to installation.

2. KEMPER ART MUSEUM STUDY ROOM

If faculty wish to show their students a small number of works from the Museum’s collection, or if the Teaching Gallery is already reserved, classes may visit the Study Room to view artwork.

The Study Room is available by appointment only.

STUDY ROOM GUIDELINES:

Faculty members must contact the assistant registrar at least two weeks in advance to schedule class visits. We recommend reserving the Study Room as early in the semester as possible, so the class date that works best for you is still available. If you would like to view artworks privately before bringing your class, you may make an appointment in the same way.

The faculty member MUST be present during the students’ visit. If the instructor would like a Museum staff person to be available for questions or to provide additional information, please make this request at the time of your reservation.

No more than 16 students will be allowed to view artwork in the Study Room at any single time (although we can arrange for larger classes to rotate through the room in small groups).

A maximum of 10-15 artworks can be displayed in the Study Room per visit, depending upon the size and condition of each object. Classes are welcome to return several times throughout the semester to allow viewing of additional artwork, if necessary.

The only items allowed in the artwork viewing area are pencils and paper. The following items are NOT allowed in the Study Room:

- backpacks, book bags, and purses
- food and drinks
- Hats, sunglasses, and coats
- pens

Please note: some artwork may not be available for viewing due to condition, safety, or security issues.
3. **Kemper Art Museum Class Visit Guidelines (Exhibition Visits)**

   If a faculty member wishes to bring 15 or more students to view and discuss Kemper Art Museum exhibitions (including the Teaching Gallery) during public hours, he or she should contact the educator to set up an appointment. Under special circumstances, faculty may request to visit the Museum outside of regular public hours, but they must contact the educator at least **two weeks in advance** to request this special consideration.

   The Museum also offers guided tours of the permanent collection and special exhibitions led by student docents. To schedule a guided tour, please contact the educator.

   *Several Kemper Art Museum staff members work with faculty to create a Teaching Gallery display or schedule a class visit. Please do not hesitate to contact us with any questions or concerns.*

   **Museum Educator & Coordinator of Public Programs**  
   Sydney Norton (314.935.7918, sydneynorton@wustl.edu)  
   Coordinates scheduling of the Teaching Gallery, Museum Docent Program, public programs, adult programs, school and youth programs, and community outreach for the Kemper Art Museum. Available to assist with content development, selection of artwork, and the Gallery Handout.

   **Assistant Registrar**  
   Kim Broker (314.935.5385, kim.broker@wustl.edu)  
   Advises on artwork availability, condition, and suitability for exhibition, as well as installation and labels. Coordinates visits to the Study Room.

   **Assistant Curator**  
   Karen Butler (314.935.5663, karenbutler@wustl.edu)  
   Available for consultation concerning content development, selection of works, and exhibition layout as well as the Gallery Handout.

   Thank you for your interest in the Kemper Art Museum and its collections.