

Teaching Access Information

*The George Washington University Museum and The Textile Museum welcomes and encourages GW faculty, instructors, and teaching assistants to make use of its collections housed in the Avenir Foundation Conservation and Collections Resource Center on GW's Virginia Science and Technology Campus. The following information has been developed to facilitate the use of collections specifically at the Avenir Center while maintaining the safety and security of the museum's irreplaceable objects. For information on accessing the collections as an individual researcher, please see the **Research Access Request Form**.*

Guidelines for GW Faculty and Other Instructors

Seeing objects that are not on display is a rare and exciting opportunity for students. The Avenir Center houses much of The Textile Museum's world-class collections. These include Oriental carpets and late antique, early Islamic (including *tiraz*), Indian (including Mughal), Southeast Asian, Central Asian, Persian, Turkish, and Greek textiles. The collections also include textiles from China, Japan, and Africa, although these are fewer in number. The museum also has extraordinary holdings of pre-Columbian Peruvian textiles: styles that are particularly well represented include Ocucaje, Nasca, Huari, Chimu, Chancay, and Inca. In addition, the collections include extensive holdings of textiles in the modern traditions that descend from pre-Columbian origins, including those of Guatemala and Mexico, as well as the Andean countries of Ecuador, Peru, and Bolivia.

While the majority of the museum's textile collections are located at the Avenir Center, there are other opportunities to utilize museum resources and collections on GW's Foggy Bottom Campus. These opportunities are listed below and do not require further use of this document.

Accessing Collections Stored on GW's Foggy Bottom Campus

The museum's Arthur D. Jenkins Library is a non-circulating research library dedicated to the textile arts. It features thousands of hard-to-find print and visual resources on the history of textiles, rugs, and costume, as well as contemporary fiber art, textile structures and techniques, and textile conservation. The multilingual collection consists of monographs, serials, pamphlets, auction catalogs, slides, and videotapes. Located on the fourth floor of the museum on GW's Foggy Bottom Campus, the library is open to the public on Wednesdays and Thursdays from 1 p.m. to 4 p.m. and by appointment. Please email museumlibrary@gwu.edu for more information regarding access to the library collections.

The museum's Albert H. Small Washingtoniana Collection contains historic prints, maps, books, manuscripts, and ephemera detailing the founding of Washington, D.C., much of which can be accessed through an appointment at the Albert H. Small Center for National Capital Area Studies located at the museum. The reading room is open by appointment on Mondays, Wednesdays, and Thursdays from 11:30 a.m. to 4 p.m. Please e-mail washingtoniana@gwu.edu for more information regarding access to the Washingtoniana collections.

Visiting Public Galleries with your Class

Our museum on GW's Foggy Bottom Campus presents thematic, rotating exhibitions to the public. Integrating a visit to the galleries is a highlight for many classes. A gallery visit may be the best option for large classes, survey courses, or situations in which a broad view of the subject matter is desired. Please refer to the museum's website for current opening hours. There is no cost for GW students and faculty to visit the museum. We simply ask that you check in at our reception desk

when you arrive so that we can maintain an accurate count of daily attendance. This also helps us assist any late arriving students to meet up with your group.

Visiting the Avenir Center with your Class

Access to collections at the Avenir Center is available Monday through Friday, 9 a.m. to 3 p.m., by confirmed appointments only that are made at least four weeks in advance. Class visits to the Avenir Center are not permitted during evenings or weekends. All requests are addressed as staff schedules permit.

The maximum number of students allowed in the study room at any one time is twelve. To accommodate larger class groups, instructors need to divide their students into groups and schedule multiple visits.

Contact Information

Before scheduling a gallery visit, instructors should contact the museum's Education Department (202-994-5506 or loriak@gwu.edu) to ensure there are no conflicts with previously scheduled tours or events.

To organize access to The Textile Museum collections, please e-mail the appropriate curatorial staff member at the address below in order to discuss your research topic and to select appropriate objects for viewing. Once objects have been selected, fill out the attached form, read and sign the guidelines, and return it to the appropriate curator.

Collection	Curatorial Staff	Email
Central Asia Islamic Lands Late Antique Non-Islamic Africa	Sumru Belger Krody	skrody@gwu.edu
East Asia South Asia Southeast Asia	Lee Talbot	ltalbot@gwu.edu
North America Central America Pre-Hispanic America South America	Shelley Burian	sburian@gwu.edu
Contemporary textile art	Caroline Kipp	ckipp@gwu.edu



Teaching Access Request Form

CONTACT INFORMATION

Name / title:

Institutional affiliation/department:

Teaching assistant(s):

Address:

Email address:

Telephone number:

CLASS INFORMATION

Course title/number:

Number of students attending (please
attach a list of the students' names):

Class level: Undergraduate Graduate Other

AREA OF STUDY

Please describe the reason for this request, including intended use of research results (attach additional pages if necessary):

COLLECTIONS INFORMATION

Please identify those collections from which you are requesting access to materials.

- | | | |
|---|---|---|
| <input type="checkbox"/> Africa | <input type="checkbox"/> East Asia | <input type="checkbox"/> South Asia |
| <input type="checkbox"/> Central America | <input type="checkbox"/> Islamic | <input type="checkbox"/> Southeast Asia |
| <input type="checkbox"/> Central Asia | <input type="checkbox"/> Late Antique | <input type="checkbox"/> South America |
| <input type="checkbox"/> Contemporary textile art | <input type="checkbox"/> North America | |
| <input type="checkbox"/> Early Islamic | <input type="checkbox"/> Pre-Hispanic America | |

REQUESTED OBJECTS

Please list object numbers below (or attach a separate sheet), as suggested by curatorial staff:

_____	_____
_____	_____
_____	_____
_____	_____

Do you plan to photograph, illustrate, test, replicate, and/or publish any object(s) you are requesting for study?

YES

NO

REQUESTED DATE/TIME

(Please provide several choices in order of preference)

Date(s) requested: _____

Time requested (must be between 9 a.m. and 3 p.m.): _____

This access request has been authorized by:

(Museum Representative)

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Guidelines for Teaching Access

The following guidelines for teachers and students have been developed to facilitate the study of the museum's collections while maintaining the safety and security of its irreplaceable objects. Anyone not adhering to these guidelines may be asked to leave the facility.

1. All research requests must be submitted at least four weeks in advance of the desired date for a research visit.
2. Only persons who are listed on the Teaching Access Request Form will be permitted in the study area.
3. Research will be conducted at the Avenir Center located on GW's Virginia Science and Technology Campus (44930 Knoll Square, Ashburn, VA 20147), and may only take place between 9 a.m. and 3 p.m., Monday through Friday.
4. A mandatory one hour lunch break will be scheduled by the attending museum staff member.
5. Researchers must observe all museum access and security regulations while in the study area and must follow all instructions from museum staff.
6. Coats, umbrellas, unnecessary bags, etc. cannot be brought into the study space. Any necessary bags or possessions taken into the study area are subject to examination upon departure.
7. Museum staff may request the removal of potentially damaging jewelry and accessories from a researcher's attire before allowing access to the study area.
8. Eating, drinking, smoking, and chewing gum are not permitted in the study area.
9. Researchers may only use pencils in the study area.
10. Researchers are responsible for supplying their own equipment (i.e. cameras, computers, measuring devices, magnifying loupes, etc.). All equipment may be subject to inspection and approval by staff prior to their use in proximity to collection objects. For measuring objects, the use of cloth tape measures is preferred. Please ask museum staff before using metal or plastic measuring devices.
11. Touching, moving, and adjusting objects should be performed by museum staff only. A staff member will be present at all times to conduct such actions.
12. For the safety of objects, do not use excessive light.
13. In keeping with our integrated pest management protocols, please do not bring any textiles—except the ones you are wearing—into the study area.
14. Identification tags/labels must not be removed from objects.
15. Cleaning (even superficial), dusting, and/or brushing objects is not permitted.
16. Object photography or illustration may be undertaken as long as the images are for personal research use and not for publication.*
 - a. "Photography" refers to images made in any medium, including but not limited to slides, print photography, video, digital images, etc. "Illustration" refers to images made in any medium, including but not limited to pencil, ink, paint, etc.
 - b. High resolution images of objects may be available through the museum's rights and reproductions program. If researchers would like to request publication-quality images for their work, please e-mail MuseumReproductions@gwu.edu.

17. Object testing (material analysis) and replicating falls under the provisions of the museum's Scientific Testing Policy (available upon request) and proposals for such must be arranged in advance of the research visit.
18. Researchers should submit one copy of any paper or publication that results from the work undertaken during the research visit to the relevant curator.

Thank you for your compliance and understanding.

Your signature below indicates that you have read and agreed to these guidelines

Requestor signature: _____ Date: _____

<i>For internal use only:</i>		
Date received: _____	Date replied: _____	Initials: _____
Collections Management Department Access request approved by: _____ Comments: _____		Date: _____
Curatorial Department Access request approved by: _____ Comments: _____		Date: _____
Other (if necessary) Access request approved by: _____ Comments: _____		Date: _____