Please use this form to request viewing of works from the Weatherspoon collection for your class. Requests should be made as far in advance as possible; a minimum of two weeks is required. The Registrar’s office will do its best to accommodate your request. Sizes of requested works as well as other conservation factors will determine the artwork available for your session (please refer to guidelines on reverse).

Instructor’s name: ___________________________ Number of students: ___________________________

Class name and number: ___________________________
(i.e. Photography in Art, Art501)

Time of class: ___________________________

Requested viewing date(s): ___________________________
(It may be helpful to provide optional dates)

Time class will arrive at the Dillard room: ___________________________

Time you plan to leave the Dillard room: ___________________________

You can search our collection online:
http://weatherspoon.uncg.edu/search-mobius/mobius_search.html

Please list works either by Accession number or Artist’s name and title of the work:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please provide a brief explanation of the reason for the request:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

We invite you to access our object and artist files if you would like to research particular works or artists that you will be viewing. We will be happy to schedule a time prior to your session, for you to come to the Registrar’s office and look through the files and make any photocopies or notes that would be constructive to your class discussion.

I have read and understand the Guidelines for Access to the Error! Reference source not found.’s Permanent Collection and Collections Records on the reverse:

_____________________________________________ date

your contact information: ______________________ dis e-mail

Registrar’s office contact information:
Heather Moore, Registrar (256-1456 / hmoore@uncg.edu)
Myra Scott, Assistant Registrar (256-1457 / mascott@uncg.edu)
GUIDELINES FOR ACCESS TO THE WEATHERSPOON ART MUSEUM’S PERMANENT COLLECTION AND COLLECTIONS RECORDS

It is part of the Weatherspoon’s mission to function as an academic component of the University of North Carolina at Greensboro, and therefore to work to support the educational experience of its students as well as its broader audience in the community. As the Weatherspoon’s programs expand and the collection grows, demands on staff time and gallery space continue to increase. The Registrar’s office will facilitate the viewing of works in the collection that are not currently on exhibition accessible for viewing and/or study, when feasible and under controlled conditions. The Registrars, in consultation with the Curator of Collections, may deny access if any risk would be posed thereby to the object(s). The following guidelines are necessary in order to best serve the needs of faculty, students, and interested outside parties.

1. Access to works in the collection not on view must be arranged through the Registrar’s office. An appointment with the Registrar should be made at least two weeks in advance of the desired viewing date. Please note: not all works in the collection will be available for viewing as some are stored in crates, others are out on loan and some may be unavailable in order to avoid overexposure.

2. The Dillard Room, located on the first floor of the Weatherspoon, is used for viewing. This room is used heavily by various campus entities and is not always available, another reason to meet with the Registrars as far in advance as possible in order to facilitate scheduling. No food, drink or ink pens are allowed in the Dillard Room during viewing, and a Registrar or Curator must be present during any viewing.

3. The number of works requested for any particular viewing is subject to approval of the Registrar and/or curator of Collections. As a general rule, the shorter the list of works requested, the more likely we will be able to accommodate your needs.

4. Student access to collections files or artists’ files of works in the collection must also be scheduled in advance through the Registrar. Faculty should notify the Registrar’s office that this type of research is being required. Availability of material in files is limited: there is not, for example, a photograph or slide available for every work of art in the collection. Availability of any and all materials in Weatherspoon files is subject to the time constraints and pre-existing obligations of the Registrar’s office.

5. Special Projects: If an outside scholar, artist or curator needs extensive and ongoing access to the collection for a special project, the project must be outlined in writing to the Curator of Collections and may be subject to the approval of the Director.

6. The Registrar’s office would appreciate receiving copies of any student or faculty research done on the permanent collection.

Thank you for taking the time to review these guidelines. We will make every reasonable effort to help students, faculty and members of our general audience to enjoy and learn from the permanent collection of the Weatherspoon Art Museum.