

# Copying in the Galleries

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## 1. General:

The Walters Art Museum welcomes artists and students of art to use its collections for study, inspiration and enjoyment. We encourage drawing and painting in our galleries; however, in order to protect the collections and our visitors we have established the following rules.

Painting and drawing are allowed in the permanent collections as long as views and paths for visitors are not obstructed. Copying may be restricted in special exhibitions due to contractual obligations and at peak hours subject to the discretion of security.

- a. **Sketching:** Sketching with pencils, charcoal and pastels on small- to medium-sized pads is permitted without prior approval subject to security issues. Artists wishing to use an easel are required to contact museum security (via e-mail: [securitysupervisors@thewalters.org](mailto:securitysupervisors@thewalters.org) or phone 410 547-9000 x 225) in advance for prior approval.
- b. **Painting:** Artists who wish to paint must apply to the museum two (2) weeks in advance. They must read the “Walters Policy for Copying in the Galleries” and sign and return the “Acceptance of Conditions” form. (see last page)

Upon entering the museum with paints, the artist must register at the information desk on level 1 of the Centre Street Building. If the procedures below are not followed, the Walters reserves the right to revoke permission to draw or paint in the galleries.

## 2. Procedures:

- a. The Walters Art Museum conservation staff must pre-approve all equipment and materials other than those ‘Approved Materials’ listed in section 6. The *Acceptance of Conditions* form (attached) should be filled out and sent to the Walters Conservation division at least two (2) weeks in advance.
- b. Upon arrival, the artist must present a photo identification card to be copied by a Walters staff member.
- c. The artist should select a position for his/her easel so that no work of art is obscured from the view of others. For the safety of visitors and staff, no traffic paths can be blocked. Please note that an artist may be requested to change his/her position if a Walters security officer is concerned about the safety of visitors or works of art.

- d. Easels must be placed at least four feet from all works of art. Artists must be at least three feet from artwork. The artist may not touch any object or painting and must exercise extreme care and foresight in moving the easel into position in order to avoid the possibility of accident, injury, or damage to Walters' property or visitors.
- e. The artist must provide a drop cloth to protect the floor in his/her work area. The artist is not allowed to move the easel, stool or drop cloth to another place in the galleries without prior permission.
- f. No liquids or materials (including paints and brushes) are to be left unattended **at any time**. All materials must be handled in a safe manner so as to protect the visitors, works of art, furniture, floors and walls from accident, injury or damage. All liquid supplies and materials must have containers with lids and should not be left accessible to the general public. For the use of turps, etc., a small brush access hole can be made in a jar lid. There can be no transport of water/chemicals in open containers in the galleries. The use of sprays, fixatives and varnishes in the galleries is prohibited.

### 3. Restrictions on Copying Original Works of Art:

A copy of a work of art in the Walters collection must be at least two inches different in size from the original in both height and width. There are no exceptions to this rule. No copy may exceed 36 inches in either dimension, regardless of the size of the original. If an original artist's signature is copied it must be preceded by the words "copy after" and bear the copyist's name and date.

### 4. Space Restrictions:

- a. For the safety of the art and visitors, the number of artists permitted to work in a gallery is limited. The number of artists allowed to work in each gallery is at the discretion of the museum staff.
- b. While a tour or talk is being conducted in the gallery where an artist is painting, the artist must stop and move away if the easel is blocking the view. The artist must carefully move the easel aside, bearing in mind the minimum distance between the easel and works of art.

### 5. Equipment:

- a. Artists must provide their own (museum-approved) easel, stool and drop cloth. These must be stable and not damaging to the gallery floor. Artists are responsible for removing these items from the museum when they leave.

b. Artists must make their own provisions for disposal of chemical waste. Since no sink will be available, brushes and equipment will have to be cleaned away from the Walters.

6. Approved Materials:

Generally, the following materials are approved: pencils, charcoal, watercolors, and pastels. Other materials such as acrylics, oil paint, turpentine, linseed oil, and non-toxic paint thinners are subject to prior approval on an individual basis.

**ACCEPTANCE OF CONDITIONS  
FOR COPYING WORKS OF ART**

On being granted permission to copy works of art in the Walters Art Museum, the undersigned agrees to abide by all rules and conditions set forth in the **Walters Policy Regarding 'Copying in the Galleries'**.

NAME:

ADDRESS:

TELEPHONE: Work:

Home:

Item to be copied:

Size of copy:

List of Materials to be used:

Intended date(s) of copying:

I have read the **Walters Policy Regarding Painting/copying in the Museum** and am aware that noncompliance with these rules and conditions will result in cancellation of my copying privileges. I understand that my permit is non-transferable and in no way constitutes an endorsement of my work.

APPLICANT SIGNATURE:

DATE:

Please mail or fax (410 837-1274) completed form to:

The Conservation Division  
ATTN: Copying Works of Art  
The Walters Art Museum  
600 North Charles Street  
Baltimore, MD 21201

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**FOR OFFICE USE:**

Photo Identification:

SSN or Passport Number:

Materials Verification by conservator:

Signature of Conservator:

A1:11 Painting in the Galleries  
2/01/2006  
(Supercedes Policy dated 12/8/03)