

Copying in the Galleries of the Walters Art Museum

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 while seeking to preserve and protect the collections for our current and future visitors.

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 with owners of borrowed works of art and at peak visitation hours, subject to the discretion of our security department. The Walters conservation staff must **pre-approve** all equipment and materials other than those listed as 'Approved Materials' in section 6.

Sketching: Sketching with dry medium such as pencils, charcoal and pastels on small- to medium-sized pads is permitted without prior approval, subject to security discretion.

Artists wishing to use an easel (they must bring their own) are required to contact museum security (via e-mail: securitysupervisors@thewalters.org or phone 410 547-9000 x 225) in advance for prior approval.

Painting: Artists who wish to paint must contact the museum in advance to obtain and sign the "Walters Policy for Copying in the Galleries" indicating an acceptance of the stated conditions. The completed form "Acceptance of Conditions" (last page) must be signed and returned **at least two (2) weeks in advance of coming to copy.**

Procedures:

1. Upon entering the museum with painting materials, the artist must register with a photo identification card at the information desk on level 1 of the Centre Street Building, and have materials and containers checked by the security officer on duty. If the procedures below are not followed, the Walters reserves the right to revoke permission to draw or paint in the galleries.
2. The attached "*Acceptance of Conditions*" form should be completed and sent to the Walters Conservation division at least two (2) weeks in advance.
3. On arrival, the artist should provide a photo identification card to be copied by Walters staff.
4. When selecting a copying position, no work of art should be obscured from the view of others and no traffic paths are blocked. 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.

5. Artists must be at least three feet from artwork and may not touch any object or painting. The artist must provide a canvas drop cloth large enough to protect the floor in his/her work area. Easels must be placed at least four feet from all works of art and extreme care must be taken when moving the easel. Once set up, the artist may not move the easel, stool or drop cloth to another place in the galleries without prior permission.
6. 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 to protect the visitors, works of art, and the building 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:

Any copy must be at least two (2) 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:

For the safety of the art and visitors, the number of artists permitted to work in a gallery is limited and is at the discretion of the museum staff. While a tour or talk is being conducted in the gallery where an artist is painting, the artist is asked to move away. If their easel is blocking the view, the artist is asked to move the easel aside, bearing in mind the minimum distance between the easel and works of art.

5. Equipment:

- 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.
- Artists need to arrange 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.

