

Princeton University Art Museum

Policies and Procedures for Art Museum Research Appointments

Approved by Phased Resumption of On-Campus Research on August 18

Working Document

Updated October 13, 2020

Assumptions and Notes

- This document focuses specifically on opening the Art Museum to provide research and teaching support for Princeton University (PU) faculty, staff, and students effective August 31 consistent with CDC, New Jersey, and University guidelines.
- In this document, Researcher is defined as PU Faculty, staff, approved visiting fellows, and graduate students who for the purpose of teaching/scholarship have been approved to be on campus. Only PU undergraduates who have been authorized to be on campus and who have signed the social contract will be permitted in the Art Museum for research and teaching related visits.
- In-person research requests from independent scholars or scholars from other institutions will not be accommodated.
- To minimize risk, the Art Museum will only use our two (2) largest study rooms for research appointments: the Ancient Study Room (378 sq. ft.) and the Works on Paper Study Room (381 sq. ft.). Occupancy is three (3) people for each space.
- Study Rooms will be setup consistent with EHS, CDC, and New Jersey COVID-19 guidelines.
- The Museum galleries will not open to the public until at least January 1, 2021.
- The Museum will offer digital access to records and high-quality images of works of art requested as an alternative to in-person visits.
- The Museum will use University templates for signage where appropriate and will develop custom signage as needed.
- As recommended by EHS, occupancy will be determined based on 125 sq. ft. per person.
- The Museum typically accommodates 30 to 35 research appointments per semester. We anticipate that this number will be lower for Fall 2020.
- The Museum will seek to provide a substantially touch-free experience.
- Information about scheduling research appointments and access to Museum resources will be posted to the Museum's website. Policies and safety guidelines for in-person research appointments will be communicated with researcher during the scheduling process.
- Until further notice, all research visits, including gallery visits, will be handled like study room visits.

Policies for Research Visits

- Research visits in Museum study rooms and galleries will be available by appointment only and will be limited to Monday to Friday between 9:30am and 3:30pm.

- Research appointments in study rooms will be accompanied by Museum staff who will serve as proctor. Research appointments in the galleries will be accompanied by a Security Officer. If there are scheduling concerns, the Museum and Security will coordinate to support research appointments.
- The Museum may schedule one (1) research appointment per study room per day. The Museum will stagger research appointments that require proctors.
- Research appointments in study rooms will be limited to two (2) researchers and one (1) Museum staff member.
- Research appointments in the Museum galleries will be based on the permissible occupancy levels of the galleries.
- Research appointments will be typically one hour. The length of research appointments may be limited based on staff availability.

Scheduling Process for Research Appointments - Communications with Researcher

- Research requests will be directed to Curator of Academic Programs Veronica White (vmwhite@princeton.edu) and Visitor Logistics Coordinator Louise Barrett (puamtour@princeton.edu) for processing.
 - Research requests from non-PU scholars will be declined.
- All requests for research appointments will be reviewed by the appropriate curators and staff. Steps for review:
 - Only PU faculty, staff, and students authorized to be on campus are permitted to schedule research appointments.
 - Only objects located at the Museum will be accessible for research visits. Objects will not be transported from other locations.
 - Requests for research appointments must be received at least two weeks in advance.
 - We will not be able to accommodate research requests with less than two weeks' notice.
 - No unannounced visits will be permitted.
 - The Museum cannot guarantee desired days/times for research requests; days/times will depend on the availability of space and staff.
- Communicate to researcher that all visits and visitors must strictly adhere to EHS guidelines for work on campus:
 - Confirmation email will reiterate that all visits must be in compliance with EHS guidelines, including approval to be on campus, completion of EHS training, and adherence to EHS guidelines while in the gallery or study room.
- Confirm entrance and visit logistics with researcher:
 - Researcher must wear a mask when entering and for the entirety of the appointment.
 - Enter through staff entrance, show ID, and check-in with Security; meet proctor in staff lobby.
 - Connect researcher and proctor via email for additional communications.

- Indicate to the researcher that there is no space for breaks and that they are only allowed in the building for the duration of their appointment.
- Restrooms will be available to researcher.

Scheduling Process - Internal Communications

- Share the appointment date/time with Security and Facilities to ensure proper occupancy levels.
 - Email Assistant Security Operations Manager Ian Watts and Acting Head Art Museum Security Supervisor Tom Keeth to add approved research visits to the Museum's "On Campus" calendar on SharePoint. This calendar is used to track all persons on-site. Research visits will be added to ensure that security and facilities staff know who is expected to be in the Museum, particularly in back-of-house areas, on any given day.
- Determine the study room for research appointment based on object package and space availability.
 - To minimize exposure, the Art Museum will only use our two largest available study rooms for research appointments: the Ancient Study Room (378 sq. ft.) and the Works on Paper Study Room (381 sq. ft.). Occupancy is three people for each space.

Day of Visit

- All researchers will come to the Museum's staff entrance.
- The staff entrance will be locked. The researcher will use the intercom. Security can see anyone approaching the staff entrance via camera and will "buzz" people into the vestibule.
 - Signage on exterior door will indicate:
If you are here for an appointment, please use the intercom.
To make an appointment, please see our website.
 - There is also University signage about wearing a mask to enter the building.
- The researcher will check in with the officer in the Security Control Room and show a photo ID.
- Security will confirm the research appointment on the weekly schedule and sign in the researcher.
- If the researcher is not wearing a face covering, security will remind them that face coverings are required in all campus buildings and will be required for the duration of this appointment.
- The assigned proctor will meet the researcher in the staff lobby at the scheduled time.
 - Changes to appointments need to be requested at least 72 hours in advance. Changes to appointments requested less than 72 hours in advance will be accommodated where possible.
 - The restroom in the staff lobby is available for researchers. There will be University template signage regarding proper restroom protocol on the restroom door.

- Hand sanitizer is located in the security vestibule and the staff lobby.
- Researchers are not permitted to bring any bags into the study rooms.
 - Researchers may leave bags in the staff lobby.
- Proctors and researchers are encouraged to use stairways whenever possible, rather than elevators.
- The proctor will put a sign on the study room door when the room is occupied.
- During the visit, the proctor will remain in the study room following all safety guidelines.
 - If the researcher needs to use the restroom during the visit, the staff lobby and gallery restrooms are available and have been fitted with touchless features.
 - Tables in the study rooms will have two to four chairs depending on the size of the table and available space in each study room. Excess chairs will remain in study rooms as storage is limited, but will be moved to corners/ends of each study, taped off, or stacked.
 - If the table is less than 6' wide, chairs will be staggered around the table—not directly across from each other.
 - The proctor and the researcher need to maintain social distancing throughout the appointment. If a proctor needs to handle art work, the researcher needs to step away from the table/viewing area. The proctor will set up the work of art and then will step away for the researcher. Each study room will be different, based on the space, layout, and objects, but all study rooms will have the necessary space to social distance.
- At the end of the appointment, the proctor will put a sign on the study room door to note that the room has been used and is awaiting cleaning.
- The researcher and proctor retrace the route to the staff lobby.
- The researcher checks-out with Security.

Cleaning

- Cleaning will follow EHS guidelines: Building Services custodians will continue, on a daily basis, to clean and disinfect classrooms, lobbies, restrooms, and high-contact surfaces such as light switches, handrails, elevator buttons, and doorknobs.
- Study rooms that have been used will be cleaned the following day between 8 and 9 am.
 - Proctors will not enter study rooms before 9 am, or until the sign indicating that the study room has been cleaned is put in place.

Requests for Filming and Photography in the Galleries and Study Rooms

- In order to support virtual teaching, the Museum will allow researchers to film in the galleries.
- Researchers who wish to film in the galleries must submit requests two weeks in advance.
- The Museum will not provide any technical support or equipment for filming requests; researchers may film on their own with portable devices such as an iPhone.
- Non-flash photography is allowed in the galleries. Photography is not permitted of works identified with “no photography” icons on their gallery labels.

- Non-flash photography of objects will be permitted in study rooms as long as security and storage areas are not captured.
- Filming and photography may only be used for teaching and personal research purposes. Photography and filming for commercial use is not permitted.