



## PEGGY L. OSHER ART STUDY AND COLLECTION COMMITTEE CONFERENCE ROOM

### **Guidelines and Reservations**

The Peggy L. Osher Art Study and Collection Committee Conference Room (OASR) is a secure room intended for the examination of original works of art by staff, contractors, and volunteers; by the PMA Collection Committee; and for members of the public and regional secondary and college-level classes to view works in the PMA collection by appointment. The room may serve other needs in our community as appropriate.

The use of the room is strictly monitored. Food and drink are never allowed. The OASR is also a pen-free environment, and all users are required to leave outwear, bags (including large purses and laptop bags) and other personal effects either in offices, in the PMA coatroom, or in the cubbies provided in the OASR. All visitors to the OASR, including PMA staff and volunteers, must sign in upon entry and sign an agreement to follow these guidelines.

The OASR is open to the public by advance appointment on Wednesdays and Thursdays, 11 a.m. to 1 p.m., subject to availability. To schedule an appointment, visit [portlandmuseum.org](http://portlandmuseum.org) or call (207) 775-6148, extension 3294. Visitors, including museum volunteers such as docents, are required to identify desired works of art from the PMA collection, available for selection on the PMA's website and identifiable by artist, title and accession number. Requests must be made at least two weeks in advance and are confirmed through contact with the curatorial assistant. Submitting a request does not guarantee availability and you may be contacted by staff for further discussion or clarification. Only works from the PMA collection are available for viewing. In rare circumstances, works will not be available for private viewing due to fragility or size. The number of artworks available to view in one appointment is limited to 12, unless special arrangements are made. No works of art currently on view in the galleries are available for viewing in the OASR.

Appointments are free of charge, yet further services, such as high-resolution photography, may incur a fee. Museum admission is not required to use the OASR. The PMA's photography policy, which encourages visitors to take photographs in the galleries unless otherwise noted, applies to photography in the OASR, yet visitors must gain verbal approval from the room monitor prior to photographing works of art and are responsible for observing applicable copyright laws. All visitors are required to sign an agreement stating that they will comply with the rules of the OASR.

Faculty at the high school and college level may also make appointments to bring classes to the OASR during museum hours. To schedule an appointment, visit [portlandmuseum.org](http://portlandmuseum.org) or call (207) 775-6148, extension 3294. Museum staff will accommodate these classes to show works of art to students, and as appropriate may consult on content, but faculty are expected to provide instruction when classes meet in the OASR except under rare and mutually agreeable circumstances. All students are subject to the rules of the OASR, including sign-in and agreements.

In addition to serving as a venue for viewing art, the OASR is the museum's primary research resource for artists in the collection, and the museum's vertical files are available for researchers, including docents. Appointments are required for the use of these files as well.