

Gannett Foundation Photographic Study Center Policies and Procedures for Class Visits 2024

Scheduling a Visit

- Availability of class/group visit appointments in the Study Center is limited and appointments are considered on a first-come, first-served basis. Due to high demand, instructors are permitted only one class per semester. All appointments are scheduled at the Study Center staff's discretion.
- Weekend and evening appointments cannot be accommodated. Class visits are not permitted during the summer semester or intersessions.
- Classes typically last one and a half to two hours. Instructors must indicate the duration they need and must not exceed this limit. **The Study Center closes for the day promptly at 4:00 pm.**
- Class sizes cannot exceed 16 individuals total.
- Instructors must submit a class visit request to photostudycenter@eastman.org and tours@eastman.org by the due date before each semester.
 - **Spring 2024 Semester: FULLY BOOKED**
 - Fall 2024 Semester: **August 19, 2024**
 - Spring 2025 Semester: **January 6, 2025**
 - Fall 2025 Semester: **August 18, 2025**
 - Spring 2026 Semester: **January 5, 2026**

Selecting Objects to View

- Instructors must provide a list of no more than 20 objects **at least two weeks in advance** of their scheduled class visit. Collection Management and Curatorial staff are available to assist instructors with making selections as needed. Due to preservation concerns and exhibition schedules, each object on the list is subject to Department of Photography staff approval.
- Creation and delivery of class content, including lectures and handouts, is the responsibility of the instructor. Study Center staff will be available to handle collection objects and answer questions. Checklists with details of the objects on view can be made available to instructors and students upon request.

Arrival

- Motor coaches must enter the grounds via the University Avenue entrance. Free parking for coaches is available on University Avenue. For directions, enter "930 University Avenue, Rochester, NY 14607" instead of our mailing address into your navigational device.
- Groups enter the museum through the newly renovated Thomas Tischer Visitor Center adjacent to the parking lot and reachable from the University Avenue entrance via the sidewalk to the right of the building.

- Free parking for cars is available in our main lot located to the west of the museum and accessible via East Avenue.
- Students must be on time. The class will not be escorted to the Study Center until all students have arrived. Late students will not be given entry and students cannot leave the group early.
- Coats, briefcases, backpacks, or other large personal items are not allowed in the Study Center. Likewise, food, beverages, large bags, and backpacks are not allowed in the galleries, mansion, gardens, or Dryden Theatre. Please deposit these items in a locker or coatrack upon arrival in the main lobby. A small coat rack is also available directly adjacent to the Study Center.
- Food and drink are not allowed in the Study Center. This includes gum and mints.
- **No pens or ink are allowed in the Study Center.** Visitors may use a pencil and notepad to take notes.

During your Study Center visit

- Photographing or video recording of collection material is not allowed during group visits. **This includes camera phones.**
- Prior to viewing objects, secure or remove visitor badges, scarves, loose clothing, headphones, pens, dangling jewelry, rings, etc. Tie back long hair.
- **Group participants are not allowed to handle collection material** unless instructed otherwise by Study Center staff. If instructed to handle collection material, follow hand washing, glove use, and handling instructions as directed by staff.
- Use care when viewing material and be aware of surroundings. Be patient and allow all participants an opportunity to view material. Maintain a safe distance when viewing objects and do not lean on or directly over top of objects. Do not sit or lean on tables or print rails that are displaying collection objects. Avoid turning your back to the print rail.
- Avoid talking towards or over collection materials and, instead, step aside to converse. Do not pass other objects directly over collection material.

Optional: Visiting the Museum Galleries

- Class visits to the Study Center are complementary. Upon arrival, participants will be escorted to the Study Center and, once finished, escorted back to the main entrance.
- Should any participants wish to stay and view the public areas of the museum, **general admission rates apply (adult admission: \$20, student admission: \$7).**
- Photography is encouraged in the galleries and mansion unless otherwise noted. The use of flash, selfie sticks, and tripods is prohibited.
- The George Eastman Museum does not have lunch facilities. Please plan for students to eat lunch before or after their visit. The museum's onsite eatery, Open Face, has limited seating and serves the public as well as museum visitors. Large groups cannot be accommodated.