



# Guidelines for the Landay Teaching Gallery

## Welcome to the Landay Teaching Gallery

The following are general guidelines that ensure the safety of the art so it can be enjoyed today, and for many years in the future.

- Classes will be accompanied by a designated museum staff member.
- Only museum staff members are authorized to touch, move, or handle objects.
- Bringing outside materials (e.g., artwork, visual or textual material, laptops) into the gallery must be approved by Museum staff.
- The gallery is limited to 20 individuals at a time. This limit is subject to change depending on the quantity and type of objects installed, and/or to adhere to pandemic guidelines determined by the Maine CDC.
- When observing a work on the table:
  - Please pull back long hair.
  - Remove any hanging jewelry, bracelets, scarves, name tags, lanyards, etc.
  - Do not lean or sit against the table.
- Permanent gallery security guidelines also apply in the Landay Teaching Gallery:
  - Use only pencils (no pens). Please do not point at the art with your pencil or other objects.
  - Do not lean on walls or cases, either to write or for physical support. You are welcome to borrow clipboards from the welcome desk and to sit on stools in the gallery.
  - No food, drink, or gum is allowed inside the gallery.
  - Bags larger than 11 x 14 inches and all backpacks need to be hung in the designated area by the welcome desk.
  - You are welcome to take photographs, without flash, for personal use in the galleries. Commercial use is prohibited.

To consult with a museum staff member about objects for installation and to schedule a class visit in the Landay Teaching Gallery, please contact Alex Méndez, Linde Family Foundation Coordinator of Academic Access at [amendez@colby.edu](mailto:amendez@colby.edu). Visits are scheduled on a first-come, first-served basis, and must be arranged at least two weeks prior to the date of the visit. The gallery is limited to two groups of installations per day. Due to increased demand, we encourage faculty members to maintain flexibility and propose multiple possible dates for visits.