

**THE DAYTON ART INSTITUTE**  
*POLICY FOR DRAWING IN THE GALLERIES*

**The Dayton Art Institute recognizes that drawing within a museum from works of art is a time-honored tradition for artists to improve their skills by copying masters of the past and present. The Art Institute encourages this practice and offers the following guidelines.**

*GUIDELINES FOR DRAWING IN THE GALLERIES*

1. Drawings must be made only in “dry” media such as pencil or conté crayon. Color is not an issue; however, dust from any dry media must be minimal, kept clear of the art and cleaned from the drawing area when finished. Any liquid/wet type media such as ball point pen, pen and ink and felt-tipped markers are prohibited.
2. Artists must use firm boards or sketchpads as support; the size of these may not be larger than 18 x 24”. No easels or stools can be used, without prior approval. Artists may not sit on museum installation furniture (e.g. risers, platforms) nor may they lean against walls or against pedestals.
3. The execution of drawings must be done in a manner that will not endanger the work of art or others around it. The artists will not obstruct other visitors from viewing the work of art. The drawing area should be left as it was found. If the artist requires assistance or has any concerns, he/she should notify the nearest guard or the front desk.
4. Drawings cannot have any fixative applied to them while in the museum.
5. These guidelines can be altered for an Art Institute class if Security and Curatorial Department heads are notified prior to the class taking place and if a DAI staff member is present in the gallery with the class.
6. Please note that drawing is permissible in the Permanent Collection and Special Exhibition galleries of the Dayton Art Institute, provided the artist complies with the above guidelines.

**Questions regarding any of the above procedures should be directed to the Senior Curator or the Registrar.**

## THE DAYTON ART INSTITUTE

### *POLICY FOR COPYING WORKS OF ART IN THE GALLERIES USING OIL or ACRYLIC PAINT, WATERCOLOR or PASTELS*

**The Dayton Art Institute recognizes the importance, especially for art students, of copying works of art by master artists and it encourages artists to include this practice in their training. In order to insure the safety of the art, artist, and other visitors, the Art Institute has established the following guidelines for copying in the galleries.**

### *GUIDELINES FOR PAINTING IN THE GALLERIES*

1. The artist should contact the Curatorial Assistant (or Registrar) with information as to the specific work to be copied and the medium to be used, so that the curator of that collection may review the request. The Curatorial Assistant (or Registrar) will notify the artist of the Institute's response.
2. Only works in the Art Institute's permanent collection may be copied.
3. The artist's canvas or panel must be of a different size than the painting to be copied.
4. The artist must sign in at the Rike Pavilion Lobby Security desk and receive a badge that must be worn at all times while he/she is in the gallery.
5. The artist's canvas or panel will be marked on the back by Security when the artist arrives at the museum. This will indicate to Security that the artist has permission to copy and that this piece is allowed to be removed from the galleries.
6. Painting must be done by brush or palette knife only; spray paint may not be used.
7. The amount of solvent brought into the museum will be limited to 4 oz. (only the amount needed to mix paints on the palette); solvent must be kept in a closed container.
8. A drop cloth (of cloth) must be provided by the artist and placed beneath the easel and chair or stool.
9. Easels and chairs must be set up in such a way as not to block visitor traffic in the galleries.
10. Painting must be done during the public hours of the museum. Check the website for hours of operation prior to arrival.
11. Artists must set up and remove their easels daily if the copying process is to take more than one day to complete.

12. Copies may not be made for commercial purposes (e.g. sale) but for study and educational reasons only.

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The Art Institute realizes that the artist's presence in the gallery will attract attention. The Dayton Art Institute hopes that if curious visitors stop to watch him/her at work or to inquire about the copying process, that the artist will welcome their interest.

**Any questions about the above procedures should be directed to the Senior Curator or the Registrar.**

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**COPYIST PERMIT**

The undersigned hereby acknowledges (s)he has read, understood, and will abide by the “Guidelines for Painting in the Galleries” and is granted permission to copy the following work of art in The Dayton Art Institute’s permanent collections:

Artist, Title, Medium, Accession Number

\_\_\_\_\_

Gallery Number

\_\_\_\_\_

Date, Time

Name

Address

City, State, Zip Code

Telephone

Approved for The Dayton Art Institute by:

\_\_\_\_\_

Date