



Collection/Registration Department  
318 UCB  
Boulder, Colorado 80309-0318  
Tel: 303.492.2551  
Fax: 303.492.1886

---

## Collection Study Center Policies and Procedures

The CU Art Museum Collection Study Center is for the study and research of the CU Art Museum's Permanent Collection. The center is accessible to students, professors and scholars for individual research and can accommodate classes up to 25 students. The center is open on an appointment only basis. Appointments to view artwork must be made at least two weeks in advance.

Professors are welcome to make arrangements for classes to regularly meet in the Study Center to teach from original works of art. Professors must reserve the center for regular use prior to the start of the semester.

Students and scholars must be accompanied by the Collection/ Registration staff while viewing works of art. For the safety of the objects and the longevity of the collection, handling of the objects is not allowed. Photography will be permitted in certain instances.

Please contact the Collection Department via email to inquire about works in the Permanent Collection. For more information on works in our collection, please visit our public portal at [http://5065.sydneyplus.com/CU\\_Art\\_Museum\\_ArgusNet/Portal.aspx](http://5065.sydneyplus.com/CU_Art_Museum_ArgusNet/Portal.aspx). While requests will be honored to the best of staff ability, the final decision on which works and number of works available for each class rests with CU Art Museum Collections Management staff.

Professors, Scholars and Students may request to view object files, photographic files and exhibition files. Approved material may be viewed in the Study Center. Copies of material may be requested. Approved material will be copied and available for pickup within 7 business days. Procedures for labeling material will be provided. Files cannot be photographed or removed from the Study Center for any reason.

Visitors to the Study Center may also browse the Collection Department Library, which includes a selection catalogues, monographs and brochures.

Food or drink is not allowed in the Collection Study Center, Storage Vault, or any area where artwork is stored or displayed. Pens are also not allowed in the Collection Study Center or any area where artwork is stored or displayed.

To make an appointment, please contact the Collection/ Registration Department directly:  
Maggie Mazzullo, Collections Manager and Registrar - (303) 492-2551 or by e-mail at

[Maggie.Mazzullo@colorado.edu](mailto:Maggie.Mazzullo@colorado.edu)

Britt Scholnick, Associate Collections Manager and Registrar – (303) 735-5317 or by e-mail at

[Britt.Scholnick@colorado.edu](mailto:Britt.Scholnick@colorado.edu)