As this is a teaching museum, we encourage sketching and copying of works in our collection. However we do expect that these activities be carried out with the utmost attention to the safety of the Chazen collection and minimum disruption to the visiting public.

We anticipate your understanding that the museum visitors should be able to proceed freely in the building, therefore we ask that you do not block any exits, aisles or obstruct the view of any work of art. For your convenience and for the safety of anyone present in the building, we ask you to transport your equipment carefully within the building. Please note that the Chazen will hold the artist responsible for any intentional damage to works of art and building surfaces.

Artists agree that their sketches or copies are for study purposes only, and they agree not to reproduce, publish, sell, or profit from their copy in any way without the expressed written permission from the Chazen.

**Sketching Policy**
Sketching is a work of art in a dissimilar medium than the original, i.e. a pencil sketch of an oil painting or sculpture. Sketching with dry media such as colored pencils and crayons without the use of an easel is permitted in the galleries. The following rules apply to sketching.

- Artists may sketch at any time the Museum is open but should be packed up and ready to exit 15 minutes prior to closing.
- Artists must not leave sketching equipment unattended in the galleries at any time.
- Portfolios or large bags are not permitted in the galleries and must be checked at the Information/Security desk. The artist should bring just what they are using, i.e.: sketch pad, and pencils, etc. Art supply boxes are not allowed in the galleries.
- All sketching must remain at least 2 feet away from the art object and from gallery walls and must not block doorways or stairways.
- Any Security officer of staff member has the right to terminate the activity at any time he/she judges Chazen art work to be at risk or if any procedures are not being followed.
- The Chazen reserves the right to impose additional restrictions on sketching.

**Copying Policy**
Copying is replicating a work of art in the same medium, i.e. an exact copy of an entire painting, or part of a painting, in paint. Artists who wish to copy must obtain a signed permit from the Chazen Registrar (permits will be provided at the first class meeting).
Rules and Procedures for Copying

1. All works of art belonging to the Chazen Museum of Art may be copied by obtaining the required permit from the Chazen Registrar. The Registrar must approve the work of art that the artist wishes to copy. Permits will be issued on a case-by-case basis. A copy of the signed permit must be attached to the backside of your easel at all times and in clear view so that the Security Officers know that your copy work has been approved. When the entire copying process is completed the copyist must return the permit to the Registrar.

2. All materials and equipment must be removed by 4:45pm each day.

3. Portfolios or large bags are not permitted in the galleries and must be checked at the Security desk. The artist should bring just what they are using, i.e.: paint boxes, drop cloths, easel, etc.

4. Given the ethical concerns regarding forgeries, the image and canvas must vary by at least 10% in total area from the original. The Registrar will supply original canvas size as well as approve the dimensions of the artist’s copy. Once the copy is complete, the Registrar will stamp the reverse of the copy in indelible ink. The stamp will read: “Copied from the original at the Chazen Museum of Art, University of Wisconsin-Madison.”

5. The works of art being copied may not be moved or touched at any time. All copying and equipment must remain at least 4 feet away from the art object and from gallery walls and must not block doorways. No additional lighting of an object is permitted.

6. Copyists must use a sturdy easel. Easels should be carried in and moved only under the supervision of security. A drop cloth may be required for all paint media. This should be discussed with the Registrar. Water or solvents must be in tip/spill-proof containers.

7. We request that you do not leave your easels or equipment unattended in the galleries at any time as the Museum cannot assume responsibility for loss of the artist’s personal belongings and equipment.

8. Copyists agree to exercise due caution when copying in the Chazen. Carefully controlled brushwork is advisable; ‘flicking’ or ‘flinging’ paint or brushes is forbidden.

9. It is very important for the Chazen to have IMMEDIATE and full knowledge of any accidents or damage to a work of art so that appropriate conservation action can be taken. This is the artist’s responsibility. Any accident must be reported immediately to the security officer who will then notify the Registrar. In the event of an accident the copyist will stop working immediately. Copyists should not attempt to clean any spills or splashes that occur on or near a work of art.

10. Any Security officer or Staff member has the right to terminate the activity at any time he/she judges Chazen art work to be at risk or if any procedures are not being followed. Under certain circumstances due to space limitations and security staffing levels, a copyist may be denied access. Failure to follow the Rules and Procedures for Copying will result in the termination of this copying privilege.