

NATIONAL GALLERY OF ART
WASHINGTON

ART INFORMATION DESK REFERENCE MANUAL



NATIONAL GALLERY OF ART

WASHINGTON

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Introduction

This manual is intended to be a reference guide for art information volunteers about the National Gallery of Art's history, general policies, departmental structures, public and volunteer programs, and educational resources. This guide also contains information about desk responsibilities and guidance in assisting visitors to the National Gallery.

National Gallery of Art Address and Contact Information

The National Gallery of Art and Sculpture Garden are located on the National Mall between 3rd and 9th Streets at Constitution Avenue NW, Washington, DC.

Location for GPS use:

6th Street and Constitution Avenue NW
Washington, DC (see page XX for directions)

GPS Location (latitude, longitude): 38.892092,-77.019973

Mailing address:

National Gallery of Art
2000B South Club Drive
Landover, MD 20785

Website: www.nga.gov

General Information: (202) 737-4215

Art Information Department Contact Information:

Katherine Gottschalk
Department Assistant
k-gottschalk@nga.gov
(202) 842-6063

Marta Horgan
Supervisor of Art Information Volunteers
m-horgan@nga.gov
(202) 842-6873

Dianne Stephens
Manager of Art Information and Adult Programs
d-stephens@nga.gov
(202) 842-6179

Departmental Email
volunteers@nga.gov

Volunteer web site: www.nga.gov/volunteer

To contact an NGA staff member on the weekend, consult the front page of the Weekly Schedule for the name and telephone number of the Educator and Curator on Duty.

Art Information Desks:

East Building Ground Floor	x 6190/x 6191
West Building Constitution Avenue	x 6189
West Building Mall Entrance	x 6188
West Building 7th Street	x 6815
West Building 4th Street	x 6938

National Gallery of Art Mission Statement

The mission of the National Gallery of Art is to serve the United States of America in a national role by preserving, collecting, exhibiting, and fostering the understanding of works of art, at the highest possible museum and scholarly standards.

Policies and procedures towards these goals are cumulatively set forth in the Gallery's legislation, bylaws, trustee action and staff guidelines. The following general definitions are intended to explicate the goals of the Gallery.

1. Preserving

The Gallery's principal duty is to keep its collections intact for future generations and to pass these on in optimum condition. To carry out this responsibility the Gallery strives to maintain effective programs of security, environmental control, buildings maintenance, and conservation.

2. Collecting

The Gallery limits its active art collecting to paintings, sculpture, and works of art on paper, from the late middle ages to the present, from Europe and the United States. Trustee policy allows the Gallery to accept, in addition, other significant works of art in conjunction with major donations in the primary areas of the Gallery's collections.

3. Exhibiting

The Gallery is dedicated to putting its collections on view in Washington and by loan elsewhere, as well as borrowing works of art for exhibition in Washington. As its collecting field is narrow in comparison to the world's art, the Gallery strives to supplement its own works with

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exhibitions of material from other times and other cultures. At the same time balance is sought with exhibitions that illuminate and reinforce its own collections. The highest standards of scholarship, maintenance, installation, and interaction with the public all contribute to this critical exhibiting role.

4. Fostering Understanding

The Gallery's role as an institution dedicated to fostering an understanding of works of art operates on a broad spectrum. From advanced research conducted both at its Center for Advanced Study in the Visual Arts and by its curators, to the dissemination of knowledge to its visitors and to the widest possible student and general public, the Gallery is an educative institution. The Gallery also collects materials for research related to its collections, as well as the history and appreciation of art in general. The Gallery recognizes that not only the dissemination of information but the enhancement of the aesthetic experience are essential to fostering understanding of works of art. Ancillary programs furthering its aesthetic role, such as concerts and changing horticulture displays, have been part of the Gallery's mission virtually since its inception.

National Gallery of Art Equal Opportunity Statement

The National Gallery of Art does not tolerate harassment or offensive conduct based on race, color, national origin, religion, sex, age, disability, sexual orientation or genetic information, including sexual harassment and harassment based on sexual orientation. Volunteers are expected to be courteous and respectful in their interactions with visitors, even if they are treated discourteously. You can ensure a positive experience for visitors by acting in a respectful and courteous manner at all times. This means you should not comment on the appearance or dress of a visitor, ask for personal information, or make other inappropriate comments, gestures or facial expressions. It is also our goal to ensure that visitors with disabilities feel welcome and included in the Gallery's programs, activities and facilities. We can ensure this by using appropriate language when speaking to visitors with disabilities and knowing what the Gallery offers in accessible programs, activities and facilities.

A Brief History

The National Gallery of Art was created in 1937 for the people of the United States of America by a joint resolution of Congress, accepting the gift of financier and art collector Andrew W. Mellon. During the 1920s, Mr. Mellon began collecting with the intention of forming a gallery of art for the nation in Washington. In 1937, the year of his death, he promised his collection to the United States. Funds for the construction of the West Building were provided by The A. W. Mellon Educational and Charitable Trust. On March 17, 1941, President Franklin D. Roosevelt

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accepted the completed building and the collections on behalf of the people of the United States of America.

The paintings and works of sculpture given by Andrew Mellon have formed a nucleus of high quality around which the collections have grown. Mr. Mellon's hope that the newly created National Gallery would attract gifts from other collectors was soon realized in the form of major donations of art from Samuel H. Kress, Rush H. Kress, Joseph Widener, Chester Dale, Ailsa Mellon Bruce, Lessing J. Rosenwald, and Edgar William and Bernice Chrysler Garbisch as well as individual gifts from hundreds of other donors.

The Gallery's East Building, located on land set aside in the original Congressional resolution, was opened in 1978. It accommodates the Gallery's growing collections and expanded exhibition schedule and houses an advanced research center, administrative offices, a great library, and a burgeoning collection of drawings and prints. The building was accepted for the nation on June 1, 1978, by President Jimmy Carter. Funds for construction were given by Paul Mellon and the late Ailsa Mellon Bruce, the son and daughter of the founder, and by The Andrew W. Mellon Foundation.

On May 23, 1999 the Gallery opened an outdoor sculpture garden designed to offer year-round enjoyment to the public. Located in the 6.1-acre block adjacent to the West Building at 7th Street and Constitution Avenue, N.W., the garden provides an informal, yet elegant setting for works of modern and contemporary sculpture.

The Collectors Committee, an advisory group of private citizens, has made it possible to acquire paintings and sculpture of the twentieth century. Key works of art have also come to the Gallery through the Patrons' Permanent Fund. In addition, members of the Circle of the National Gallery of Art have provided funds for many special programs and projects. The Sculpture Garden is a gift to the nation from The Morris and Gwendolyn Cafritz Foundation.

Curatorial Departments and Their Responsibilities

Department of Modern Art (DCM): responsible for all paintings and sculpture created after 1900. Phone: (202) 842-6091

Photographs (DCPH): responsible for photographic works. Phone: (202) 842-6144

American and British Paintings (DCA): responsible for all paintings created prior to 1900 in Britain and America. Phone: (202) 842-6101

French Paintings (DCF): responsible for all paintings created in France prior to 1900. Phone: (202) 842-6143

Northern Baroque Paintings (DCNB): responsible for Dutch and Flemish paintings from 1600 to 1800 created in northern Europe. Phone: (202) 842-6567

Northern Renaissance Paintings (DCRN): responsible for German and Netherlandish paintings created in Northern Europe prior to 1600. Phone: (202) 842-6151

Italian Paintings (DCRS/BS): responsible for paintings – mainly Italian and Spanish – produced in the south of Europe prior to 1800. Phone: (202) 842-6151

Prints and Drawings (DCG): responsible for works on paper produced in all countries in every century.

- **Old Master Drawings (DCD):** drawings created in Europe before around 1900. Phone: (202) 842-6380
- **Old Master Prints (DCPR):** prints created in Europe before around 1900. Phone: (202) 842-6380
- **Modern Prints and Drawings (DCMP):** responsible for all American prints and drawings plus all non-American prints and drawings after 1900. Phone: (202) 842-6605

Sculpture and Decorative Arts (DCS): responsible for all sculpture and decorative arts created in Europe and America prior to 1900. Phone: (202) 842-6093

General Information

Hours

The National Gallery of Art

Monday–Saturday: 10 a.m.–5:00 p.m.

Sunday: 11 a.m.–6:00 p.m.

The Gallery is closed on December 25 and January 1.

Sculpture Garden

The Sculpture Garden is open year-round with extended hours from Memorial Day to Labor Day.

Monday–Saturday: 10 a.m.–5:00 p.m.

Sunday: 11 a.m.–6 p.m.

Extended hours (Memorial Day to Labor Day)

Monday–Thursday and Saturday: 10:00 a.m.–7:00 p.m.

Friday: 10 a.m.–9:30 p.m.

Sunday: 11 a.m.–7:00 p.m.

For Skating Rink and Jazz in the Garden hours see p. 25 or:

www.pavilioncafe.com

Pavilion Café Hours:

Spring (mid-March through Memorial Day; Labor Day through mid-November)

Monday–Saturday, 10:00 a.m.–4:00 p.m.

Sunday, 11:00 a.m.–5:00 p.m.

Summer (Memorial Day through Labor Day)

Monday–Thursday & Saturday, 10:00 a.m.–6:00 p.m.

Friday, 10:00 a.m.–8:30 p.m.

Sunday, 11:00 a.m.–6:00 p.m.

Winter (mid-November through mid-March)

Monday–Thursday, 10:00 a.m. - 7:00 p.m.

Friday–Saturday, 10:00 a.m. - 9:00 pm

Sunday, 11:00 a.m. - 7:00 p.m.

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Admission

Admission to the National Gallery and the Sculpture Garden is free.

Entrances

Entrances to the West Building are on the Mall, on 7th Street, on Constitution Avenue at 6th Street and on 4th Street NW. The entrance to the East Building is on 4th Street. The East and West Buildings are connected by an underground Concourse with a moving walkway.

There are six public entrances to the Sculpture Garden: one on Constitution Avenue at 9th Street, three on 7th Street, and two on the National Mall between 7th and 9th Streets NW.



Public Transportation

Metro

Nearby Metro stops are shown on the map on the back of the “Map and Visitor Guide” as well as on a laminated enlargement of the Metro system at each desk.

The nearest Metro stops are (see above):

Red Line: **Judiciary Square**, with entrances at 4th and D Streets NW (closed Saturday and Sunday), and on F Street between 4th and 5th Streets NW (across from the entrance of the National Building Museum).

Yellow/Green Lines: **Archives-Navy Penn Quarter**, entrance at Pennsylvania Ave and 7th Street NW by the Navy Memorial.

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Blue/Orange Lines: L'Enfant Plaza, entrance at 7th Street and Maryland Avenue SW; or **Smithsonian**, on the Mall near 12th Street NW.

Bus

Metro bus stops are located at 4th Street NW and Independence Avenue, and 7th Street NW and Constitution Avenue.

From 7th and Constitution, the number **32** or **36** (Friendship Heights) bus takes passengers along Pennsylvania Avenue to Georgetown and up Wisconsin Avenue to Friendship Heights. The number **74** goes north on 7th street towards the National Portrait Gallery/Smithsonian American Art Museum. The number **54** continues north on 14th street.

Further information about Metrobus and Metrorail routes and schedules is available at the Washington Metropolitan Area Transit Authority website, www.wmata.com. The WMATA RideGuide website provides a fast and easy way to plan a visit to the Gallery.

DC Circulator

The DC Circulator bus runs various routes. Stops closest to National Gallery are at 5th St. NW and Massachusetts Ave. NW (Georgetown-Union Station yellow route) or 1st St. NE in between Constitution Ave. NE and East Capitol St. NE (Union Station-Navy Yard Metro blue route). See www.dccirculator.com for information.

For Double-Decker Bus information, see pg. 41.

Capital Bikeshare

Capital Bikeshare stations can be found at the Judiciary Square, Smithsonian and L'Enfant Plaza Metro stops, as well as in several other convenient locations in the area. Further information about Capital Bikeshare and a map of all stations is available at www.capitalbikeshare.com.

Taxis

Taxicabs are easily hailed in most areas of the city and often wait for Gallery patrons between the East and West Buildings on 4th Street NW. Taxis are also often available along Pennsylvania Avenue. More information is available at <http://dctaxi.dc.gov/>

Taxicab Dispatch services:

Diamond Cab—(202) 387-6200

Yellow Cab—(202) 544-1212

District Cab—(202) 398-0500

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VIP Cab—(202) 269-9000

Directions by Car

(GPS address: 600 Constitution Avenue NW, Washington, DC 20004)

From the South (Richmond)

Take I-95 to the outskirts of Washington. Once you are inside the Capital Beltway, I-95 becomes I-395. Continue on I-395 to US-1. Take US-1, which becomes 14th Street NW, to Constitution Avenue. Turn right on Constitution and continue to 6th Street NW. The large building to your right is the West Building of the National Gallery. Farther along Constitution Avenue is the East Building at 4th Street NW.

From the North and East (Philadelphia, New York)

Take I-95 south. At Baltimore, take the Harbor Tunnel, not the beltway. About a mile and a half after you exit the tunnel, get on the Baltimore-Washington Parkway. After you are inside the Capital Beltway around Washington, watch for a sign on the right for the exit to Route 50 (New York Avenue). Continue on Route 50 to where it turns on the left onto 6th Street NW. (Be sure that you have come to 6th Street NW, not NE.) Turn left on 6th Street NW and continue to Constitution Avenue. The large building in front of you is the West Building of the National Gallery. To the left on Constitution Avenue is the East Building at 4th Street NW.

From the West (Virginia, Winchester, Front Royal)

Take I-66 toward Washington. I-66 leads directly to the Theodore Roosevelt Memorial Bridge across the Potomac and onto Constitution Avenue NW. Continue on Constitution to 6th Street NW. The large building on your right is the West Building of the National Gallery. Further along Constitution is the East Building at 4th Street NW.

From the North-West (Frederick, Hagerstown)

Take I-270 south. As you near the Capital Beltway, where I-270 divides, follow the signs to Virginia (I-495/Beltway). Immediately after you cross the American Legion Bridge, take Exit 14 to the right onto the George Washington Memorial Parkway. Follow the parkway to the Theodore Roosevelt Memorial Bridge. A right-hand exit will take you over the bridge and directly onto Constitution Avenue. Continue on Constitution to 6th Street NW. The large building on your right is the West Building of the National Gallery. Farther along Constitution is the East Building at 4th Street NW.

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Parking

Metered or limited-time parking

Parking is permitted but very limited around the Mall and in some locations on Constitution Avenue. Street parking is restricted during morning and evening rush hours, and the metered parking is limited to two-three hours, depending on the location.

Commercial garages

There are many commercial parking garages in the area, including the following addresses:

601 Pennsylvania Avenue NW
625 Indiana Avenue NW
425 8th Street NW
400 8th Street NW
600 and 616 E Street NW
101 Constitution Avenue NW
1899 Pennsylvania Avenue NW

Commercial parking companies in Washington, DC, include, but are not limited to, the following (call for information about locations, pricing and hours):

Central Parking: (202) 393-0752
Colonial Parking: (202) 295-8200/8100
Park America: (202) 347-1605
PMI: (202) 638-0752

Colonial Parking's website (www.ecolonial.com) allows you to search for parking by points of interest and location within Washington, DC.

Bicycles

Bicycle parking is available at Constitution Avenue and 7th Street NW near the Sculpture Garden, at the 4th, 6th and 7th Street entrances to the West Building. On the Mall, bikes can be secured across Madison Drive from the Gallery's Mall entrance.

Coat and Bag Check

- Checkrooms are free of charge and located at each entrance. Luggage and other oversized bags must be presented at either the 6th Street entrance or the 4th Street entrance of the East or West Building to permit X-ray screening and must be checked in the checkrooms at those entrances. Small packages may be screened at the 7th Street entrance.
- The Gallery is unable to accommodate any items larger than 17 x 26 inches (43 x 66 cm) into the Gallery or its checkrooms.

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- For the safety of the art work and our visitors, nothing may be carried on one's back. Any bag or other item that cannot be carried reasonably and safely in some other manner must be checked.
- The Gallery is not responsible for loss or damage to laptop computers, cameras, fur coats and other items of substantial value. Such items cannot be left in our checkrooms but may be carried into the galleries.

Gallery Conduct

For the protection of the works of art and visitors, the following policies apply to visitors of the National Gallery of Art:

- Visitors will be asked to present all carried items for inspection upon entering the Gallery.
- Nothing may be carried on one's back. Any bag or other item that cannot be carried reasonably and safely in some other manner must be checked.
- Children may not be carried on the shoulders of another person or in a backpack child carrier. Strollers are available free of charge near each checkroom and are available on a first-come, first-served basis.
- Children under the age of 12 years are not permitted without the supervision of an adult.
- Food and beverages are not allowed outside the food service areas. **Bag lunches may be stored in the checkrooms but may not be eaten in the Gallery cafeteria.**
- Soliciting and vending in the Gallery or anywhere on the grounds is not permitted except with prior authorization. Refer all inquiries to the security officers at the doors or notify them of violations.
- Touching works of art is prohibited. If you see a visitor doing so, politely ask them to refrain from touching works, reminding them of the possible impacts of doing so. Do not physically interact with them, as only protective service officers should physically engage visitors. Contact the nearest protective service personnel if the visitor doesn't comply.

Photography for Personal Use

- Photography for personal use in the Gallery is permitted except in special exhibitions and where specifically prohibited.
- Photography of objects that are on loan is not permitted.
- Monopods and Tripods are not permitted.

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Flash Photography

Over the years, patrons of art museums have become accustomed to hearing that flash photography is not allowed. Most assume this policy is intended to protect the works of art from high levels of light. Historically, however, the reason for prohibiting the use of flash photography was due not to excessive light exposure but to damage to art caused by exploding flash bulbs. Since flash bulbs have been replaced by strobes, which are now commonly built into cameras, the burst of light results in no harmful byproducts.

Today, flash photography is prohibited when lenders or copyright restrictions require that the National Gallery forbid photography of any kind. Popular exhibitions or works of art sometimes have such prohibitions in order to enhance the visitors' viewing experience by eliminating distracting flashes. The goal of the National Gallery of Art is to balance the preservation needs of our collections with the needs of visitors today and for generations to come.

Photography for Commercial Use

Commercial use of photographs or reproductions of any part of the Gallery's collections or premises requires authorization from the Department of Visual Services. See the website www.nga.gov/resources/divsdesc.shtm for detailed information about image reproduction requests and policies.

The department can be reached during business days at (202) 842-6126 or by writing to:

Department of Visual Services
National Gallery of Art
2000B South Club Drive
Landover, MD 20785

Media

A member of the press should immediately be put in touch with the Press Office and given the Press Office telephone number [(202) 842-6353] for future reference.

**Please do not discuss anything with a member of the press unless explicitly asked to do so by a member of the Press Office.*

Photography for Media Use

Photography in the Gallery by members of the news media must be authorized by the Press and Public Information Office, and requires an escort from that office. Ask the requester to contact this office during business hours at (202) 842-6353 or by writing to:

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Press and Public Information Office
National Gallery of Art
2000B South Club Drive
Landover, MD 20785

Cell Phones

Talking on cell phones in the galleries is prohibited regardless of whether the person is making or receiving a call. Someone who makes or receives a call in a gallery will be asked to leave the gallery and continue the call in non-gallery spaces such as entry halls, stair halls, cafeteria, off to the side in the Rotunda, etc. As of August 2014, plans for a **Charging Station** are being considered.

Other cell phone uses – listening with headphones, texting/emailing, and taking photos or videos where allowed. - are permitted in galleries (and throughout the Gallery)

Public Telephones

Verizon no longer supports public telephones at the Gallery (or at Metro stations).

Courtesy Telephones

Courtesy phones are located at the coat check counters in each building. These phones can only be used for local calls (including 301, 703, 202 area codes) and toll-free numbers, including credit card and phone card calls. The courtesy phones cannot receive incoming calls from outside the Gallery.

Internet Access

The National Mall now has large areas with free wireless Internet. It works best outdoors but also in some of the buildings, typically near windows that are above ground and on the Mall side. Information and a hotspot map for the entire city is available online at wifi.dc.gov.

NGA Public Wi-Fi is currently available in the West Building Main Floor Information Room and in the Cascade Café. In the future NGA Public Wi-Fi may be available in other areas of the Gallery. The network name is "NGA_Public_WiFi." Simply connect to that network; no password is needed.

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Dining in the National Gallery

Garden Café, West Building, Ground Floor

The Garden Café provides a serene spot for lunch in the West Building next to the Ground Floor galleries. Reservations are recommended for groups of eight or more. To make a reservation, please contact the café manager at (202) 712-7454 or by email at RestaurantAssociates@nga.gov.

Monday–Saturday, 11:30 a.m.–3:00 p.m.

Sunday, Noon–4:00 p.m. (On performance days, the Garden Café is open on Sundays from 4 p.m.–6:00 p.m. but serves only the dessert menu.)

Cascade Café, East Building, Concourse

The Cascade Café, with a view of the cascade waterfall, offers soups, salads, specialty entrées, wood-fired pizzas, sandwiches, and a selection of fresh pastries and desserts. For information about group meals, contact the café manager at (202) 712-7458.

Monday–Saturday, 11 a.m.–3:00 p.m.

Sunday, 11:00 a.m.–4:00 p.m.

Espresso and Gelato Bar, East Building, Concourse

A full espresso bar offers 19 flavors of house-made gelato and a selection of fresh sandwiches, salads, pastries and desserts.

Monday–Saturday, 10 a.m.–4:30 p.m.

Sunday, 11 a.m.–5:30 p.m.

Pavilion Café is located in the Sculpture Garden and offers specialty pizzas, sandwiches, salads, desserts and assorted beverages. Phone: (202) 289-3360

Spring (mid-March through Memorial Day; Labor Day through mid-November)

Monday–Saturday, 10:00 a.m.–4:00 p.m.

Sunday, 11:00 a.m.–5:00 p.m.

Summer (Memorial Day through Labor Day)

Monday–Thursday & Saturday, 10:00 a.m.–6:00 p.m.

Friday, 10:00 a.m.–8:30 p.m.

Sunday, 11:00 a.m.–6:00 p.m.

Winter (mid-November through mid-March)

Monday–Thursday, 10:00 a.m.–7:00 p.m.

Friday–Saturday, 10:00 a.m.–9:00 pm

Sunday, 11:00 a.m.–7:00 p.m.

Shops in the Gallery

The National Gallery of Art offers three major shopping areas:

- West Building, Ground Floor
- The Concourse, near the Cascade Café
- East Building, Concourse Level

NGA shop website: shop.nga.gov

Art on Demand

The Art on Demand print reproduction program is no longer offered. As of this writing, a similar program is being considered.

Exhibition Posters

Posters displayed around the Gallery to inform visitors of exhibitions are not for sale.

ATMs

ATMs are located:

1. Between the restrooms on the Concourse Level.
2. In the 4th Street Coat Check Room on the ground floor of the West Building – (for nearby banks, see pg. 41).

Stamps

Stamps can be purchased at the following locations:

1. The ATM in the 4th Coat Check Room offers stamps as well as cash (for nearby Post Office and Mailbox, see pg. 41).

Deliveries

If a visitor attempts to hand-deliver a package or a letter addressed to someone at the Gallery, do not accept it. Instead, direct the visitor to the West Building Service Entrance (on Constitution Avenue, between 4th and 6th Streets) as NGA policy requires that all incoming items must be X-rayed. If there is a problem, please ask a guard to call a Security Supervisor.

Note: Education Resources Loan Materials must be returned by mail, but if a teacher tries to leave them with you, please direct him or her to the West Building Service Entrance.

Please explain to the visitor that this policy is in effect for security reasons, and there can be no exceptions. Outgoing packages or envelopes generated by East Building staff are usually left for pickup at the Study Center entrance.

Lost and Found

A lost item should be brought to the security officer at the nearest entrance. Items not retrieved by Gallery closing time are taken to Lost and Found, which is housed at the Office of Protection Services.

Refer all inquiries about lost items to the security officer at the nearest door or call Lost and Found at x 6110. If the item can't be located immediately, suggest that the inquirer call Lost and Found at (202) 842-4626 or 6179 the following day to see if the item had been turned in at the close of the day.

Accessibility

Accessibility information, including the location of elevators, lifts, restrooms and other facilities, is integrated into the NGA Map & Guide. Additional information can also be found online at www.nga.gov/ginfo/access.html.

Accessibility information is available at the following numbers:

Accessibility Services: Pre-recorded information at (202) 842-6690.

AOC Command Center: x6115.

Kelly Goode, EEO Officer: x6070.

Arriving and Parking

The 6th Street entrance to the West Building at Constitution Avenue and the 4th Street entrance to the East Building each have ramps to accommodate visitors in wheelchairs or with strollers. The 6th Street entrance may be used as a drop-off and pick-up location. Visitors with vehicles displaying the international symbol of accessibility may park in the spaces available on the west side of 4th Street along the curb inside the plaza. Additional parking spaces for such vehicles are available at the following locations: two spaces on the East Building Plaza, two spaces in front of the Mall entrance to the West Building and three spaces just past the Sculpture Garden on Madison Drive. If someone with a disability cannot find a parking space, he or she should speak with the security officer stationed outside the West Building on the 4th Street plaza.

Wheelchair and Stroller Availability and Accessibility



Wheelchairs and strollers are available on a first-come, first-served basis at all entrances. The exhibition spaces and public facilities are accessible by elevator. Elevator use by visitors with disabilities may require assistance.

[The National Gallery of Art Sculpture Garden](#), located between 7th and 9th Streets NW on the Mall, is wheelchair-accessible. Accessible restrooms are available at the Pavilion Café.

Art Information volunteers should not assist visitors getting in or out of wheelchairs, or touch them or the wheelchair.

Restrooms and Changing Tables

All restrooms are wheelchair accessible.

Family assistive restrooms are located on the Mezzanine Level of the East Building, on the Concourse and on the West Building Main Floor. Changing tables are available in the restrooms near the 4th Street and Constitution Avenue entrances. Lactation rooms are available in the family restroom on the main level of the West Building (has outlet

but no bench) and in the ladies room on the main level of the West Building (has a bench but no outlet).

Services for People with Limited Hearing

TDD telephone numbers



- TDD number for employment inquiries: (202) 789-3021
- TDD number for Gallery information: (202) 842-6176
- Written scripts of Audio Tour texts: If a Special Exhibition has an Audio Tour, written scripts are available at the Audio Tour desk at the exhibition entrance.

Assistive listening devices



- Visitors with limited hearing can borrow assistive listening devices for programs in the two East Building auditoriums and in the West Building lecture hall. They are available at the Art Information desks at the East Building and at Constitution Avenue entrances.
- Volunteers should remember that the devices need to be plugged in while they are in storage, so they are fully charged and ready for use at any time.
- Large headphones, which deliver full-frequency, amplified digital audio sound in a lightweight design, are available at the Audio Tour desk and are offered for the Director's Tour and special exhibitions that have an Audio Tour.

Special tours for people with limited hearing



- Tours of the West and East Building collections are offered in American Sign Language (ASL), with voice interpretation into English, the second Sunday of each month at 1:00.
- With three weeks' notice, special tours can be arranged for people with limited hearing. Those who are interested should call the Education Division at (202) 842-6247 or the TDD number (202) 842-6176.

Closed-Captioned Films

- Films shown in conjunction with special exhibitions are closed captioned. A closed-caption button is located at the entrance to every film-viewing space within special exhibitions. A closed-caption button is also located at the entrance to the East Building Small Auditorium for all films related to special exhibitions.

Services for People with Limited Vision



- Large-type exhibition brochures: When a special exhibition has an accompanying brochure, a brochure in large type will be available on the NGA web site.
- *Picture This* is a regularly scheduled tour that makes the collections more accessible to adult visitors with visual impairments. The basic teaching methodology employed is called intensive verbal description. Tours with an emphasis on verbal description of either the West or East Building collections are offered on the fourth Wednesday of every month at 1:00. Call (202) 842-6185 or see www.nga.gov/programs/tours for more schedule information.
- Special tours: With three weeks notice, special tours can be arranged for people with limited vision. Those who are interested should call the Education Division at (202) 842-6247 or the TDD number (202) 842-6176.
- Braille Automatic Teller Machines (ATMs): Both the ATM near the Concourse Book Shop and the ATM in the 4th Street Coat Check Room have operating instructions in Braille.
- Audio-Described Films: Please check the current listings for information about upcoming audio-described films.

Visitor Comments and Suggestions: The Gallery has established an Accessibility Review Committee (ARC) to oversee access for persons with disabilities. For further information or assistance, please call (202) 842-6179 or Accessibility Services at (202) 842-6690, Monday–Friday, between 10:00 a.m.–5:00 p.m.

The EEO officer is Kelly Goode (x 6070). She responds to all comments and welcomes suggestions from visitors on improving accessibility. The Gallery encourages people with comments or suggestions to put them in writing and address them to: Kelly Goode, EEO Officer, National Gallery of Art, 2000B South Club Drive, Landover, MD 20785. Email: K-Goode@nga.gov

Ten Tips for Communicating with a Person with a Disability

1. Speak directly to the person rather than through a companion or sign language interpreter who may be present.
2. Offer to shake hands when introduced. People with limited hand use or an artificial limb can usually shake hands and offering the left hand is an acceptable greeting.
3. Always identify yourself and others who may be with you when meeting someone with a visual disability. When conversing in a group, remember to identify the person to whom you are speaking.

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4. If you offer assistance, wait until the offer is accepted. Then listen or ask for instructions.
5. Treat adults as adults. Address people with disabilities by their first names only when extending that same familiarity to all others. Never patronize people in wheelchairs by patting them on the head or shoulder.
6. Do not lean against or hang on someone's wheelchair. Bear in mind that people with disabilities treat their chairs as extensions of their bodies. And so do people with guide dogs and help dogs. Never distract a work animal from the animal's job without the owner's permission.
7. Listen attentively when talking with people who have difficulty speaking and wait for them to finish. If necessary, ask short questions that require short answers or a nod of the head. Never pretend to understand; instead, repeat what you have understood and allow the person to respond.
8. Place yourself at eye level when speaking with someone in a wheelchair or on crutches.
9. Tap a person who has a hearing disability on the shoulder or wave your hand to get his or her attention. Look directly at the person and speak clearly, slowly and expressively to establish if the person can read your lips. If so, try to face the light source and keep hands, cigarettes and food away from your mouth when speaking. If a person is wearing a hearing aid, don't assume that he or she has the ability to discriminate your speaking voice. Never shout at a person. Just speak in a normal tone of voice.
10. Relax. Don't be embarrassed if you happen to use common expressions, such as "See you later" or "Did you hear about this," that seem to relate to a person's disability.

For additional information, contact:

- Dianne Stephens (x 6179) or Marta Horgan (x 6873)
- Security Officers and Security Command Center (x 6115)
- Kelly Goode, EEO Officer and Chair of the Accessibility Review Committee (x 6070)
- Accessibility Information Telephone Number: (202) 842-6690

Programs and Activities at the Gallery

Calendar of Events

All programs are free. The Calendar of Events is mailed every two months and is also free. To subscribe to the Calendar, the visitor can:

- Fill out a Calendar of Events request form found at all the desks.
- Call (202) 842-6662.
- Email calendar@nga.gov, making sure to include a mailing address.
- Go to www.nga.gov and click on "Newsletters."

Gallery Tours

A variety of public tours and gallery talks are offered daily, free of charge, in the Gallery. Refer to *This Week at the NGA*, the *Calendar of Events* or the online calendar for the schedule of all gallery talks and tours.

For tours for those with limited hearing or sight, see pg. 21.

Guided Tours: Docent-led talks are offered on a daily basis and feature highlights of major collections at the National Gallery.

Foreign Language Tours: Tours of the permanent collection are offered regularly, free of charge, in Chinese (Mandarin), French, German, Italian, Japanese, Korean, Polish, Russian and Spanish. Individuals and small groups may schedule tours in these languages, as well as in Dutch, Hebrew, Hungarian and Portuguese, by calling (202) 842-6247. See also <http://www.nga.gov/content/ngaweb/calendar/guided-tours/foreign-language.html.html>

Gallery Talks: A variety of focused gallery talks are presented on special exhibitions and selected works or themes. See *This Week at the NGA*, the *Calendar of Events* or the online calendar at <http://www.nga.gov/content/ngaweb/calendar/gallery-talks.html.html> for more information.

Group Tours: Free one-hour private tours for groups of 20 or more adults may be booked three weeks to four months in advance. Call (202) 842-6247.

Independent or Self-Guided Tour Groups: Tour guides from other institutions or organizations may conduct tours in the Gallery. A Gallery-scheduled tour, however, takes precedence, and an independent tour is asked to give way in galleries where the two tours overlap.

Security officers posted at the entrances will inquire if a group entering the building is scheduled with a docent or lecturer from the Gallery's staff. If the group has its own lecturer, the leader of the group will be asked to register as an independent tour at an information desk. Art Information volunteers should give them a pink card with the Gallery's tour regulations and provide a form for registration.

Comment: The Education Division may decide that a special exhibition will be too popular to book tours during public hours. In such cases, the security officers at the entrances will advise outside groups that tours of a specific exhibition are not permitted.

Self-Guided School Groups: Teachers are welcome to guide their students through the museum independently. We ask that they complete the self-guided group form available online: <http://www.nga.gov/content/ngaweb/education/teachers/school-tours/schedule-selfguided.html> at least four weeks prior to their visit. All registered groups will be sent a free poster.

Policies for Self-Guided Groups:

- Students under grade 9 must be accompanied by an adult.
- Self-guided groups must yield to tours organized and scheduled by the Gallery. There should only be one group in a gallery at a time.
- Do not touch the art. A distance of 12 inches must be maintained between visitors and works of art at all times.
- Writing and sketching are allowed in the galleries using dry media only. Walls and cases may not be leaned on or used as writing surfaces.
- School groups must be accompanied by chaperones at all times. Chaperones are responsible for the behavior of students.

School Tours

Arrangements for school group tours can be made by prior appointment with four weeks' notice. Refer inquiries to the Department of Teacher, School and Family Programs at (202) 842-6249 or direct the inquirer to the website:

<http://www.nga.gov/content/ngaweb/education/teachers/school-tours.html.html>.

Docent-led school tours are offered only on Monday–Friday during the school year.

Audio Tours

Available free of charge, audio tours of the permanent collection may be picked up at the Audio Tour desk located in the Rotunda. These include The Director's Tour and a self-guided Children's Audio Tour. An abbreviated version of the Director's Tour with 26 stops is available in French, Spanish, Russian, Japanese and Mandarin.

The audio tour staff will no longer accept passports in exchange for equipment. They will, however, accept almost any other piece of identification with the visitor's name on it – driver's license, health care card, credit card, hotel registration or key.

For group reservations for audio tours (10 or more), call (202) 842-6592.

Audio tours of special exhibitions, \$5 per tour unless otherwise noted, are available for rental at the entrance to the exhibition.

Family & Teen Programs

For the most complete source of information about current family program topics, dates and times, please consult the NGA web site.

- Reminder: Children under the age of 12 years are not permitted without the supervision of an adult.

Stories in Art (ages 4-7 and adult companions): This is a drop-in program. Registration takes place on a first-come, first-served basis on the day of the program, beginning when the museum opens and continuing until all spaces have been filled. This program is very popular, and we recommend that families arrive at least one hour prior to their desired tour time to sign in at the table.

The summer series runs for four consecutive weeks, from early July to early August, on Sunday, Mondays and Tuesdays. Registration is in the West Building Rotunda. *The winter series will not be offered in 2014, due to the East Building renovations.*

Artful Conversations (ages 8-11 and adult companions): This is a drop-in program. Registration is either in the West Building Rotunda or the East Building Atrium.

The summer series runs for four consecutive weeks, from early July to early August, on Sundays and on Wednesdays. *The winter series will not be offered in 2014, due to the East Building renovations.*

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Film Programs for Children and Teens (ages vary): Programs take place in the East Building Large Auditorium on select Saturdays and Sundays each month. Seating is on a first-come, first-served basis, and the auditorium opens 30 minutes before screening time. *The summer series will not be offered in summer 2015 due to East Building Auditorium closure.*

Family concerts and special performances (ages vary): Locations vary. Seating is on a first-come, first-served basis.

Family Workshops (ages 8-11 and adult companions): This is not a drop-in program; all workshops require advance online registration. Programs begin in the Education Studio, located on the concourse level near the cafeteria. Workshops are offered in the fall and winter seasons on Saturdays and Sundays. These programs are very popular and all spaces are typically filled within minutes of their registration time. Please direct registered families to the Studio. We cannot accommodate families who are not registered; do not direct them to the Studio. **Due to the East Building renovations, Family Workshops will not be offered during the 2013-2014 academic year.**

Tween Workshops (grades 7-9): Taught by artists and museum educators, each two-and-a-half-hour workshop includes an interactive tour in the galleries followed by a hands-on studio session. All workshops begin in the Education Studio, located on the East Building Concourse. Participants must be dropped off and picked up by a designated parent or guardian. Workshops are free, but preregistration is required. *The next series of Tween Workshops will be offered in winter 2014. A complete schedule will be posted on the web site in late fall.*

Teen Studio (grades 10-12): This is not a drop-in program; all workshops require advance online registration. Programs begin in the Education Studio. Workshops are offered on select Saturdays from 10:00 a.m. to 3:30 p.m. These programs are very popular and all spaces are typically filled within minutes of their registration time. Please direct registered teens to the Studio. *Our 2013–2014 Teen Studio programs will begin in October. Please check the web site for a detailed description of courses.*

Teen Summer Institute (grades 9-12): Each June, a select group of high school students spends two weeks exploring the National Gallery of Art from the inside out. The High School Summer Institute introduces students to a variety of art careers through behind-the-scenes tours and job shadows, fosters discussions about art in the Gallery's collection, and includes work on a student exhibition that will be open to the public. The program is designed for students with a genuine interest in art and museums and a

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desire to work collaboratively with teens from across the metropolitan Washington region. *The series have been suspended indefinitely.*

Lectures, Concerts and Films

All lectures, public concerts and films are free of charge, and seating is on a first-come, first-served basis. Reservations cannot be made. Doors open approximately 30 minutes before each show.

To obtain a free quarterly film calendar by mail, contact: film-department@nga.gov.

Concerts at the National Gallery are open to the public, free of charge. Admittance is on a first-come, first-seated basis, beginning 30 minutes before each concert. The entrance at 6th Street and Constitution Avenue NW remains open on Sunday until 6:30 p.m. Families with small children may be asked to sit in designated areas. Please note that late entry or reentry of the West Building after 6:30 p.m. is not permitted. For further information, call (202) 842-6941.

Here are possible concert locations and the point where the line will form for admission:

<u>Venue</u>	<u>Where Line Forms</u>
West Garden Court	West Sculpture Hall, west end
East Garden Court	East Sculpture Hall, east end
Rotunda	No line
West Building Lecture Hall	Central Gallery, outside Lecture Hall door
East Building Large Auditorium	Auditorium doors, concourse
East Building Atrium	EB Ground Floor, north wall

Reserving Seats for Art Information Volunteers

On occasion, the music department will be able to reserve seats **for volunteers working the shift just prior to the concert**. A volunteer scheduled to work just before a concert can call the Music Department at (202) 842-6075 in advance for a tentative reservation. That reservation is not final until the volunteer reconfirms it with the Music Department on the day of the concert (for weekday performances) or the Friday before a Sunday concert. At that time, the volunteer will be told if the Music Department will be able to hold seats or not.

Podcasts

Recordings of many past lectures and concerts held at the National Gallery are available for download free of charge as podcasts. Visit www.nga.gov/podcasts for complete listings.

Ice Skating in the Sculpture Garden

The National Gallery of Art Sculpture Garden Ice Rink is open mid-November through mid-March, weather permitting.

Admission

(two-hour sessions, beginning on the hour)

\$8 adults

\$7 seniors (age 50 and over)

\$7 students (with school ID)

\$7 children (age 12 and under)

\$195 season pass

Visa, MasterCard and American Express accepted.

Skate and Locker Rentals

Skates: \$3 (ID required)

Lockers: 50 cents (\$5 deposit required)

Hours

Monday–Thursday, 10:00 a.m. to 9:00 p.m.

Friday–Saturday, 10:00 a.m. to 11:00 p.m.

Sunday, 11:00 a.m. to 9:00 p.m.

The ice-skating rink will close at 5:00 p.m. on Thanksgiving Day and Christmas Eve. The Gallery and Sculpture Garden are closed on December 25 and January 1.

Location and Access

The Ice Rink is located on the National Mall at 7th Street and Constitution Avenue NW. During the evening, when the Gallery and Sculpture Garden are closed to the public, access to the ice rink and Pavilion Café is restricted to the entrances at Constitution Avenue and Madison Drive near 9th Street.

Lessons

Group and private lessons are available. Call the ice rink office at (202) 216-9397 for more information.

Closures

The ice rink is open weather permitting. Closures for any reason will be listed on a recorded message at (202) 216-9397.

For further information, see:

www.pavilioncafe.com/skatingschool.html or www.nga.gov/ginfo/skating.shtm

Email: ngaicerink@guestservices.com

Phone: (202) 216-9397

Jazz in the Sculpture Garden

The Jazz in the Garden series generally runs from late May to early September. This free concert series features an array of jazz artists performing a range of styles—from swing to progressive to Latin—every Friday evening from 5:00 to 8:30 p.m. in the Sculpture Garden. Should it begin to thunderstorm during an ongoing concert, the concert will end early. Concerts may be cancelled due to excessive heat or inclement weather. Cancellations will be made by 12:00 noon on the date of the concert.

Visitors may bring food and non-alcoholic beverages into the Sculpture Garden, but not into the Café. Alcoholic beverages may not be brought into the Sculpture Garden but may be purchased at the café. Bags and coolers will be inspected. Chairs and blankets are permitted, but no pets, except for service animals, will be admitted.

For schedule information, see www.nga.gov/programs/jazz.

Resources and Opportunities at the National Gallery

Library

Adult researchers from outside the Gallery are welcome to use the Gallery's library in the Study Center in the East Building by advance appointment. Contact the reference librarian at (202) 842-6511 or library@nga.gov to schedule an appointment.

The library is open during the following hours (except on federal holidays):

Monday, Noon–4:30 p.m.

Tuesday–Friday, 10 a.m.–4:30 p.m.

Visitors can access the library catalog at library.nga.gov.

Procedures

After leaving briefcases, bags, computer cases, large purses, coats, hats, umbrellas and books at the checkroom near the East Building entrance, the visitor must obtain a pink check-in card from the reference librarian, complete it, and sign the library register at the circulation desk. Visitors may ask for an orientation or discuss research questions, and inquire at the circulation desk for regulations governing rare books, special collections, and materials checked out to staff. Only pencils and ballpoint pens may be used, and care must be exercised in handling books. Cell phones must be turned off.

Retrievals

To request an item, the visitor should print out its catalog record, write his or her name on the sheet and submit it at the circulation desk. Books are usually delivered within 15 minutes. Books are retrieved between 10 a.m. and 12 noon, and from 1 to 4 p.m. Up to 10 books or journals may be requested per day. Visitors should examine books in the Reference Reading Room, rather than in the atrium of the Study Center.

Reserves

Books needed again within a few days can be held at the circulation desk with a book reserve form.

Photocopies

Photocopy machines are in the northeast corner of the reading room. When copying, please conform to copyright regulation (Title 17, U.S. Code). Personal photography and scanning are not allowed in the library. Consult a librarian for more information on reproducing material from books.

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Image Collections: Slides and Photographs

The Department of Image Collections (DLI) is a study and research center for images of Western art and architecture at the National Gallery of Art. The department serves the Gallery's staff, members of the Center for Advanced Study in the Visual Arts, visiting scholars and serious adult researchers. Contact (202) 842-6026 to schedule an appointment.

The department is open (except on federal holidays) during the following hours:

Monday, Noon–4:30 p.m.

Tuesday–Friday, 10 a.m.–4:30 p.m.

Additional information can be found online at:

<http://www.nga.gov/content/ngaweb/research/library/imagecollections.html>

Slides for the General Public

The Slide Library—part of the Department of Image Collections—no longer lends slides to the public. Digital images of many works are available for download (free of charge) on the Gallery's website at https://images.nga.gov/en/page/show_home_page.html

NGA Images

All images that are available online at NGA Images are works of art that the Gallery believes to be in the public domain. Images of these works are now available free of charge for any use, commercial or non-commercial. Users do not need to contact the Gallery for authorization to use these images.

If a visitor has questions regarding NGA Images, please direct them to the Help Section of the NGA Images website or have them fill out a *Request for Art Information* form at the desk.

Some recent questions encountered at the desks:

Q: Does the Gallery have any recommended vendors where I can get prints of the collection made from images available on the site?

A: We generally don't provide specific guidance on where to reproduce our work. There are many printing companies that will be able to produce a quality result. We would suggest you look for a company that offers high quality archival inkjet printing on paper. Inkjet prints generally produce a better result than a standard photo type print. There is a copy of our reproduction "Read-me" posted on the NGA Images site which you can forward to the printing company which will help ensure a good reproduction.

Q: Are you able to download multiple images at one time?

A: You may download up to 5 high-resolution images at a time via the Download Lightbox action.

Volunteer Opportunities

Visitors or callers interested in the various volunteer and docent opportunities at the Gallery can be referred to the website:

<http://www.nga.gov/content/ngaweb/opportunities/volunteer-opportunities.html>

Art Information

If visitors are specifically interested in the Art Information program, advise them that an application is available on the website, along with the deadline for submission:

<http://www.nga.gov/content/ngaweb/opportunities/volunteer-opportunities/art-information-volunteers.html.html>

Internship Opportunities

The Gallery offers various types of internships and fellowships. Additional information and application forms are available online at:

<http://www.nga.gov/content/ngaweb/opportunities/interns-and-fellows.html>. Queries can also be directed to the Department of Academic Programs at (202) 842-6257 or intern@nga.gov.

Membership and Giving

Membership

There is no formal membership program at the National Gallery. All programs are free, and everyone can receive the *Calendar of Events* free of charge, mailed every two months. See *Calendar of Events* subscription information on pg. 24.

Giving

The Gallery has several formal plans for giving, one of which is The Circle. Encourage visitors to visit the website to learn more about the various levels of support at <http://www.nga.gov/content/ngaweb/support.html>. Each information desk should have brochures about The Circle, to be given out when requested.

Visitors also can contact the Development Office by phone at (202) 842-6372, email: giving@nga.gov or send an inquiry to:

Development Office
National Gallery of Art
2000B South Club Drive
Landover, MD 25785

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For Teachers

Teaching Programs

The Gallery offers educational programs for teachers during the school year as well as in the summer. Direct all inquiries to the Department of Teacher and School Programs. Questions about programs should be directed to teacher@nga.gov or by phone: (202) 824-6796

Mailing address:

Department of Teacher, School and Family Programs

National Gallery of Art

2000B South Club Drive

Landover, MD 20785

Visit the website for additional schedule and registration information at:

<http://www.nga.gov/content/ngaweb/education/teachers.html>.

Teaching Materials

The education division at the National Gallery of Art provides more than 120 free loan teaching packets with image CDs, DVDs, and video programs to millions of viewers in thousands of communities across the country. They are available through the Extension Programs Section of the Department of Education Publications and Resources. There is no charge to the borrower, except for return postage.

Visit <http://www.nga.gov/content/ngaweb/education/teachers.html> for information about the Loan Program as well as more free online resources.

Orders cannot be filled by telephone. All requests to borrow programs must be sent on the order form included in the back of the NGA Education Resources catalog, available at the Art Information desks, or on the website.

Appraisals, Authentications and Expert Opinion

Appraisals

The National Gallery of Art does not give monetary appraisals of works of art either verbally or in writing. Visitors should refer to professional appraisers or local auction houses for current trends and values. The American Society of Appraisers can be reached at 800-ASA-VALU (800-272-8258); designated members of the society may be searched for by name, location or specialty at:

<http://www.appraisers.org/FindanAppraiser/FindAnAppraiser.aspx>.

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It may also be possible to find information online by using a search engine and including some of these terms:

- art price
- fine art auction
- auction
- auction results
- art appraisal
- art market

Authentication

The National Gallery of Art does not authenticate works of art. Visitors should seek out authentication services through a professional appraiser or auction house.

The following website also includes information about researching a work of art:
www.americanart.si.edu/research/tools/art.

Expert Opinion

The National Gallery of Art does provide expert opinion on works of art. An expert opinion differs from authentication in that no guarantee is made or certification provided. Expert opinions are limited to European, British and American paintings, drawings, prints, illustrated books, photographs and sculpture, and will pertain only to probable date, place of origin, medium and attribution to a particular artist. This service is free of charge.

- **Procedure for paintings and sculpture**

Ask the caller or visitor if what he or she really wants is an appraisal. If the answer is yes, proceed as above. If only expert opinion is required, the request can be made in writing and addressed to:

Art Information
National Gallery of Art
2000B South Club Drive
Landover, MD 20785

Requests can also be sent to dea-info@nga.gov. The letter should include a good photograph of the object and as much information about it as is known, e.g., the history of its ownership, inscriptions on the object, and notations or labels on the back.

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- **Procedure for works on paper**

Put the caller or visitor in touch with the Department of Prints and Drawings, or the Department of Photographs:

For European prints and drawings: (202) 842-6380.

For American prints and drawings: (202)842-6605.

For photographs: (202) 842-6144.

Staff will arrange an appointment, offer an expert opinion and furnish as much technical information as possible. Works of art on paper may be brought into the Gallery upon prior arrangement.

Copyists and Sketching in the Gallery

The National Gallery of Art copyist program has been in operation since the Gallery opened in 1941. A permit issued by the Registrar's Office is required for copying works of art in oil or any other liquid medium. The Gallery provides permit holders with an easel, stool and drop cloth; private easels are not allowed. Visitors may sketch with pencils or other dry media in the galleries without a permit.

To participate in the copyist program, applicants must meet all requirements outlined in the National Gallery of Art "Rules Governing the Copying of Works of Art" and agree to an interview and a security background check. They must acknowledge in writing their acceptance of the rules. For more information on the copyist program, individuals should e-mail their name and mailing address to copyist@nga.gov; call (202) 842-6232; or write the Registrar's Office: Registrar, National Gallery of Art, 2000B South Club Drive, Landover, MD 20785. A packet of materials will be mailed within seven business days.

The issue of a copyist permit does not in any way constitute the National Gallery of Art's endorsement of a copyist's work.

Photograph and Print Study Rooms

Anyone is welcome to see works on paper or photographs not on display, by appointment.

Appointments must be made at least two weeks in advance. Contact information:

European Print and Drawing Study Room

Telephone: (202) 842-6380

E-Mail: printstudyrooms@nga.gov

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Modern (after 1900) and American Print and Drawing Study Room

Telephone: (202) 842-6605

E-Mail: printstudyrooms@nga.gov

Photography Study Room

Telephone: (202) 842-6144

Requests can be made by filling out an online form at:

<http://www.nga.gov/content/ngaweb/research/make-an-appointment/photo-study-room-make-an-appointment.html>.

Near the Gallery

Accommodations

Visitors wishing to book hotels in Washington can call (800) 422-8644 or book online at www.washington.org. This central reservation service is maintained by the Washington, DC, Convention and Tourism Corporation.

Non-NGA Dining

If visitors are interested in dining options other than the Gallery's own food facilities, please do not suggest any restaurants by name. Instead, suggest that they walk along 6th, 7th or 8th Streets, or along Pennsylvania Avenue into the Penn Quarter neighborhood, where they will find an abundance of dining choices. We want to avoid any semblance of endorsement by the Gallery, so as a representative of the Gallery, you should refrain from making personal recommendations.

Tourist Activities

To obtain tourist information for the Washington area, contact the Washington DC Visitor Center in the Ronald Reagan Building, Pennsylvania Avenue and 13th Street NW. Telephone: (202) 347-7201 or Destination DC, 901 7th St. NW, 4th Fl. (202) 789-7000

See also the following website for current events listings:

www.washingtonpost.com/gog

www.washingtoncitypaper.com

Nearby Museums

Visitors often ask about other museums in the area, particularly Smithsonian museums. Below is a list of Smithsonian museums, followed by a list of additional nearby museums and arts institutions.

Visit www.si.edu/visit/hours or call (202) 633-1000 for up-to-date hours of operation of all Smithsonian museums. The abbreviated descriptions below may help with visitor questions about the general type of collection of each museum.

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Smithsonian Museums

African Art Museum	950 Independence Avenue SW (202) 633-4600	Traditional and contemporary art from Africa
Air and Space Museum	Independence Avenue at 6th Street SW (202) 633-1000	Aircraft, spacecraft, missiles, rockets and other flight-related artifacts
American Art Museum	8th and F Streets NW (202) 633-7970	American folk, colonial, decorative and fine arts
Freer Gallery of Art	Jefferson Drive and 12th Street SW (202) 633-4880	Asian art from ancient times to contemporary (including major works by James McNeill Whistler)
Hirshhorn Museum and Sculpture Garden	Independence Avenue at 7th Street SW (202) 633-4674	Art from the 19th-21st centuries, by modern masters and emerging artists
American Indian Museum	4th Street and Independence Avenue SW (202)633-1000	Native American art and historical and cultural objects
National Portrait Gallery	8th and F Streets NW (202) 633-8300	Portraits of notable Americans
Natural History Museum	10th Street and Constitution Avenue NW (202) 633-1000	Exhibitions on human origins; world cultures; mammals, birds, amphibians, reptiles, insects and sea creatures
Renwick Gallery of the American Art Museum	1661 Pennsylvania Avenue NW (at 17th Street) (202) 633-7970	American contemporary crafts and decorative arts from the 19th to the 21st centuries **CLOSED for Renovations. Plans to re-open in early 2016
Sackler Gallery	1050 Independence Avenue SW (202) 633-4880	Asian art from ancient times to contemporary periods

Non-Smithsonian Museums

Art Museum of the Americas	201 18th Street NW (202) 458-6016	Contemporary Latin American and Caribbean art
Corcoran Gallery of Art	500 17th Street NW (202) 639-1700	American and European art, Renaissance to contemporary, photography and decorative arts
Daughters of the American Revolution Museum	1776 D Street NW (202) 628-1776	Objects made or used in America before the Industrial Revolution, given by DAR members
Dumbarton Oaks Research Library and Collection	1703 32nd Street NW (202) 339-6401	Byzantine and Pre-Columbian art, European masterpieces
Hillwood Museum	4155 Linnean Avenue (202) 686-8500	Russian imperial art and 18th century French decorative arts
Howard University Art Museum	2455 6th Street NW (202) 806-7070	European, American, African and Asian art
International Spy Museum	800 F Street NW (202) 393-7798	Espionage
Kreeger Museum	2401 Foxhall Road NW (202) 338-3552	19th- and 20th-century art; African art
Library of Congress	10 1st Street SE (202) 707-9779	Nation's oldest federal cultural institution and the world's largest library
National Archives	700 Pennsylvania Avenue NW (202) 357-5000	Constitution, Bill of Rights, Declaration of Independence
National Building Museum	401 F Street NW (202) 272-2448	Architecture, urban planning and design
National Museum of Crime and Punishment	575 7th Street NW (202) 621-5567	History of criminology and penology

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National Museum of Woman in the Arts	1250 New York Avenue NW (202) 783-5000	Women artists from Renaissance to present
Newseum	6 th Street & Pennsylvania Avenue NW (202) 292-6100	News and media history
The Phillips Collection	1600 21st Street NW (202) 387-2151	Impressionist and modern art
The George Washington University Museum and The Textile Museum (formerly The Textile Museum)	701 21st Street, NW (202) 667-0441	Textile arts **CLOSED for merger/move to GWU. Plans to reopen late 2014
United States Holocaust Museum	100 Raoul Wallenberg Place (202) 488-0400	Dedicated to the documentation, study and interpretation of Holocaust history
U.S. Botanical Gardens	100 Maryland Avenue SW (202) 225-8333	Botanic garden on the grounds of the United States Capitol
U.S. Capitol Visitor Center	U.S. Capitol East Capitol Street & 1st St NE (202) 226-8000	Meeting place of the United States Congress
U.S. National Arboretum	3501 New York Avenue NE (202) 245-2726	Trees, gardens, bonsai, and the National Capitol Columns
U.S. Supreme Court	1 1st Street NE (202) 479-3211	Nation's highest court for all cases under the Constitution or U.S. law
Washington National Cathedral	3101 Wisconsin Avenue NW (202) 537-6200	Neo-gothic cathedral

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National Mall Tour Bus

The National Mall tour bus provides transportation to Washington's most popular museums and memorials. It began service on March 12, 2012, and runs from Union Station around the National Mall, along the Tidal Basin and to Arlington National Cemetery.

Hours of operation are 9:00 a.m. to 6:30 p.m. March through September, and 9:00 a.m. to 4:30 p.m. October through February, based on demand. Cost of service is \$5 per person for each boarding.

Tour Bus Stop Locations:

- Union Station
- World War II Memorial
- Lincoln Memorial
- Arlington National Cemetery
- Martin Luther King Memorial
- Smithsonian Metro Station

Double-Decker Bus

The "Hop-On/Hop-Off Open-Top Double-Decker" Bus Tour also offers a narrated shuttle service with various routes. One of the closest stops is in front of the Natural History Museum at Constitution Avenue and 10th Street NW. This services both the Red "Patriot Tour" and Yellow "Georgetown" Routes.

Reserve online at www.dctours.us or call (888) 878-9870 for reservations or more information.

Nearby Amenities

Pharmacies

- CVS: 435 8th Street NW (off E Street)
- CVS: 433 L'Enfant Plaza Center SW (off D Street)

Banks

- Bank of America: 11th Street and Pennsylvania Avenue, (202) 624-5090
- PNC Bank: 601 Pennsylvania Avenue NW (entrance on Indiana Avenue NW next to the Cosí Restaurant), (202) 835-7179

Post Office

- 1200 Pennsylvania Avenue (12th Street and Pennsylvania Avenue NW)

Mailbox

- 6th Street and Pennsylvania Avenue NW

Additional Helpful Information

Art Information Desk Maintenance

For general housekeeping issues (e.g., broken light bulb, liquid spill, etc.), contact the Work Control Center at x 2700. On the weekend, contact Housekeeping at x 6222.

For computer issues, contact the help desk at x 3187. On the weekend, staff may not be available, so please leave a message, and staff will attend to the problem as soon as possible on Monday.

The computer user ID is **ArtInfoDesk**. From time to time, the password is changed. New password information is provided on the clipsheet.

Art Information volunteers must swipe their badges on entering and leaving the Gallery for their shift. Badges not swiped for a month go inactive and will have to be reactivated.

Supplies

Each Information Desk has a nearby storage area where you can obtain additional supplies. All of them have basic materials – Visitor Map & Guides, Highlights sheets, Calendars, pens, writing pads, forms, handouts, etc. The storage sites at East and Constitution Avenue have a more complete inventory of supplies.

Desk	Storage location
6th and Constitution (key needed)	Under the stairway to the left of the desk, near the water fountain
7th Street	Checkroom
4th Street	“Toby” in South back hall
Main	Closets in the Main Information Room
East	In the closet next to the freight Elevator, in the EBLA lobby

Screens in the East Building

If you notice problems with the large screens at the East Building entrance and Concourse area, contact the following people (if the first contact cannot be reached, call the subsequent contact):

Weekdays: John Gordy, DPUB-WEB, x 6872
AVS, x 6500
Help Desk, x 3187

Weekends: The weekend AVS staff (x 6500) should first assess the problem. If it is a screen problem, they may be able to fix it; if it is a computer problem, AVS should contact TDP staff via the Help Desk, x 3187.

Multiverse

To report a problem with the installation of Leo Villareal's *Multiverse*, the LED installation in the Connecting Link, call one of the following numbers:

Weekdays: DCM : x6519 or x6091

Weekends: AFM-OPS : x6212

Closed Galleries

There are some days when the Gallery's security force is short-staffed and unable to open all galleries to the public. Security is unable to determine these closures until after the daily roll call at 9:30 a.m.

Docent tours no longer go into closed galleries. For visitors with a serious interest in seeing a work of art in a closed gallery, ask a security staff member to call a supervisor and request access to the space. Closed galleries may not be entered without approval from security personnel.

Customer Service

There is a tip sheet on customer service for volunteers to review online at:

www.nga.gov/volunteer/artinfo.htm.

Computer Tips

- **Autocomplete:** When searching by artist, keywords in title, or provenance name, the website has an autocomplete feature. As you type in the name, all names that contain the letters or word you have typed appear in a drop-down list below the search box. Once you see the name you want in that list, select it to search and

save time. For title searches with more common words, it will be more efficient to ignore the autocomplete feature.

- **Complete word required:** For other searches, such as key words in object information and credit line, the NGA website requires the exact and complete word (unlike Google and other major search engines). If you type in the keyword “Hound,” you will get all items whose title includes “Hound,” but you will not get any whose title includes “Hounds,” and vice versa. When you have possible ambiguity, be sure to try both keywords before you give up. Another tip for these fields is to search using an asterisk (*) at the end of word to find all variations. If you search for “hound*”, you will get results that include both “hound” and “hounds”. The search will look for all words that begin with the letters before the asterisk.
- **Use as few words as possible when searching, at least initially:** Every extra word you type into the keyword block of the title search increases the chance that misspelling, incorrect punctuation or other errors will result in a “nothing found” response, when there is in fact something to be found.
- **Just below the main menu on the right hand side of the screen, there is a “search the site” entry box.** This searches the entire website. It searches the NGA’s written database. It will bring up press releases, scholarly items, catalogs, web pages, online tours, etc. You can filter your results by using the checkboxes on the left hand menu which includes Artist Information, The Collection, Works of Art, etc..
- **Gallery contents:** If someone asks you to confirm the location of a work of art on the WB Main Floor, here is a quick way to do so. Suppose someone asks for Rembrandt, and you enter Rembrandt in the Artist search block. Once you get to the search results, you can then filter the results using the checkboxes on the left to display only those “on view.” If you click the “on view” link for a specific artwork, it takes you to a map of the relevant building and floor with gallery highlighted and a list of its contents below. If you suspect there are more Rembrandts in other galleries, go to the map and click on the ones you suspect or the adjacent ones to confirm. Once you are at the interactive map, you can jump from building to building and floor to floor using the links on the right hand side of the page, “Gallery Floors.”
- **Finding a Gallery Number:** When you remember where a painting is geographically but not the gallery number, just bring up the map from the NGA website. You can also find a link to the interactive map under Visit > Maps & Hours > Floor Plans where there will be linked text beneath the image of the floor plan: “Use this interactive map to find works of art on view.” Once there, click on the

gallery location you recall and the correct number will be located at the top of the map.

Art Information Requests

If volunteers are unable to answer a specific inquiry, the visitor may submit the question to the art information staff in one of four ways:

1. On a *Request for Art Information* (yellow) form available at all desks. Attach it to the clipboard for pick-up.
2. By letter to Art Information, National Gallery of Art, 2000B South Club Drive, Landover, MD 20785.
3. By telephone to Art Information: (202) 842-6179.
4. By email to dea-info@nga.gov.

Frequently Asked Questions

For general art information FAQs, see

<http://www.nga.gov/content/ngaweb/Collection/faqs-art-information.html>.

In addition to this online resource, below is a selected list of FAQs:

East Building Exterior Stone Repairs Project

The East Building was designed and built according to the highest standards of the late 1970s. Over the past three decades, however, displacement has occurred in the stone cladding because of thermal movement and systemic structural distress of the anchors that support the marble veneer panels.

The East Building Exterior Stone Repairs Project involves the removal and reinstallation (along with new supports) of about 16,200 Tennessee pink marble panels. This work will occur over a period of three years and should be completed by spring 2014.

For more information and background, see:

<http://www.nga.gov/content/ngaweb/visit/maps-and-information/renovation-information.html>.

Any further inquiries may be submitted as follows:

- Comment cards provided at all Information Desks at all entrances;
- By emailing pressinfo@nga.gov;
- Or via the Gallery's website at www.nga.gov. Click on "Contact Us" at bottom of page, then scroll down to "Web site" and fill out a Web Feedback Form, which also handles general inquiries.

Congressional Inquiries

All inquiries from the office of a senator or representative are to be forwarded to the Office of Special Projects. That office tracks what members of Congress request and how their requests are answered. Dial x 6656 (and connect the caller) or give out the telephone number: (202) 842-6656.

Federal Trade Commission (FTC) Building

If asked about the Federal Trade Commission Building (also known as the Apex Building), please respond as follows:

“Should Congress decide to transfer the Apex Building to the National Gallery of Art, the Gallery’s trustees have agreed to raise private funds necessary to refurbish the building and expand its public use. Legislation to mandate the transfer is still pending before Congress.”

Any and all questions not answerable by the above text should be referred to comment cards or to www.nga.gov where “Contact Us” is displayed at the bottom of every page. Any press inquiries should be referred directly to the Press Office at (202) 842-6353 or pressinfo@nga.gov.

Note that anyone can quote you on the web, such as via social media, and that not all members of the press (which includes bloggers) will identify themselves as such.

Works of Art Not on View

A painting or sculpture in the Gallery’s collection may be off view for a variety of reasons, but in every case the NGA website will simply say “not on view” – and that is all you need to tell the public.

If a visitor or caller asks to see a work that they assume to be “in storage,” please advise them that only on rare occasions, for a scholar with a serious research interest, will a curator arrange to show a work that is in storage. If they have further questions, please call Dianne, Marta or Wil.

- Exception for works of art on paper and photographs: The above policy is not to be confused with that for works on paper and photographs not on display. Anyone is welcome to see works on paper or photographs by appointment. For more information, see the NGA website under *Resources*, click on *Photograph Study Room* or *Print Study Rooms*

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Or call:

For photographs: x 6144.

For Old Master Prints and Drawings: x 6380.

For Modern Prints and Drawings: x 6605.

Smithsonian Connection

The National Gallery of Art was created by a joint resolution of Congress approved March 24, 1937, in response to Andrew W. Mellon's gift to the nation of his collection and a monumental building to house it. In that legislation, Congress promised to provide the funds necessary for the Gallery's upkeep and daily operations.

Although the National Gallery of Art was technically created as a bureau of the Smithsonian Institution, unlike the other Smithsonian museums (which are also independent bureaus), the Gallery is an independent establishment with a separate governing Board of Trustees. Its only real link with the Smithsonian is that the Secretary of the Smithsonian Institution is one of the ex-officio members of our board. The Gallery is separately administered and receives direct annual appropriations for operating costs from Congress.

Rentals of Gallery Facilities

At no time may Gallery space be rented for private parties, weddings, etc.

Vogel Collection

The Vogel name is inscribed at the entrance at 6th Street and Constitution Avenue on the west wall in the foyer space – at the top of the list.

Works of art on view from the Vogel Collection change frequently; for current information, type "Vogel" in the Provenance feature of the NGA web site collection search.

For more information about the Vogel Collection, refer to the website: vogel5050.org.

Works by African American Artists

The National Gallery has 73 collection artists identified as African American and 392 objects in the collection by these artists. The majority are works on paper, including Index of American Design objects, and are not on view. For works currently on view, refer to the Collections Notebook. There is also an online slideshow available at the NGA website: <http://www.nga.gov/content/ngaweb/features/slideshows/african-american-artists-collection-highlights.html>

Works by Women Artists

Refer to the Collections Notebook.

Caravaggio Paintings in the United States

For visitors interested in where in America one can see a Caravaggio, here are the whereabouts of the presently known Caravaggio paintings on public view in the U.S.:

- Wadsworth Atheneum (Hartford, Connecticut)
- Metropolitan Museum of Art (New York City)
- Detroit Institute of Art (Detroit, Michigan)
- Cleveland Museum of Art (Cleveland, Ohio)
- Nelson-Atkins Museum (Kansas City, Missouri)
- Kimbell Art Museum (Fort Worth, Texas)

Leonardo da Vinci Paintings in the Americas

A Leonardo da Vinci painting of Christ that was lost for centuries – *Salvator Mundi* – was authenticated by scholars several years ago and now resides in New York. It is owned by a consortium of dealers and is not on public view.

When you recommend that visitors see *Ginevra*, note that it is not accurate to say that it is the only da Vinci painting in the Western Hemisphere, but it is currently accurate to say that it is the only one in a museum collection in the Americas.

Works of Art in “Night at the Museum 2: Battle of the Smithsonian”

Works of art in the NGA collection:

- *The Thinker* by August Rodin, on view in WB G-002
- *Abraham Lincoln* by Daniel Chester French, not on view
- *Little Dancer Aged Fourteen* by Edgar Degas, on view in WB G-003
- *Cherubs Playing with a Lyre* by Pierre Legros I, on view in the WB East Garden Court

Works of art not in the NGA collection:

- *American Gothic*, painting by Grant Wood (Art Institute of Chicago)
- *Balloon Dog*, sculpture by Jeff Koons (Museum of Contemporary Art, Chicago, and others)
- *Crying Girl*, painting by Roy Lichtenstein (Milwaukee Art Museum)
- *Nighthawks*, painting by Edward Hopper (Art Institute of Chicago)
- *Venus Italica* by Antonio Canova: direct visitors to our works by Canova: *Dancer with Finger on Chin*, WB 4th Street Escalator Lobby; *Winged Victory*, WB G-09; and *Naiad*, WB M-52.

Mellon Medallion Quotation

The following quotation is carved in the marble wall beneath the memorial medallion of Andrew W. Mellon, erected by order of the Board of Trustees, in the lobby of the Constitution Avenue entrance of the National Gallery of Art:

*For the whole earth is the
sepulcher of famous men and
their story is not graven
only on stone over their
native earth but lives on
far away without visible
symbol woven into the stuff
of other men's lives.*

The inscription, translated from the Greek by Alfred W. Zimmern, is from the Oration of Pericles over the Dead in the Peloponnesian War and was delivered at Athens in 430 B.C. The medallion is the work of American sculptor Walker Hancock.

East Building Scheduled Closings for Renovations Beginning July 2013

The National Gallery of Art plans to construct with private donations 12,260 square feet of art exhibition space within the current footprint of the East Building on the National Mall. This work will occur in coordination with the federally funded Master Facilities Plan, a renovation program that began in the West Building in 1999 and continues in the East Building.

The gradual closing of galleries in the East Building in the second half of 2013 will begin with the room of cutouts by Henri Matisse in the Concourse galleries on July 22, 2013. Beginning September 30, the Main Floor galleries displaying Small French Paintings will be closed and works of art will be part of a traveling loan show, details to be announced. Starting in October, all other galleries will be closed on a rolling basis through December 2013. Construction begins in January 2014.

The East Building atrium, with such renowned sculptures as *Untitled* (1976), the largest mobile ever created by Alexander Calder, and Andy Goldsworthy's *Roof* (2004–2005), will remain open. Visitors may access the Concourse and walkway to the West Building, and enjoy Leo Villareal's *Multiverse* (2008), the Gallery Shops, and the Cascade Café and Espresso Bar. The library in the East Building will remain open by appointment and its program of focus installations will remain open to the public.

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Programs in the East Building Auditorium, such as lectures and films, may be moved to other locations within the Gallery. Changes of location will be announced to the public in a timely manner on the Gallery's website and in social media, as well as in public calendars and other media.

The new spaces will include an outdoor sculpture terrace overlooking Pennsylvania Avenue and two flanking sky-lit interior Tower Galleries. They will primarily display modern art from the permanent collection.

For specific information, e-mail the Gallery at DEA-INFO@NGA.GOV, telephone (202) 842-6179

Emergency Information

To report all emergencies, dial Security Command Center x 6115
Identify your location
Identify the problem

First responders: The Office of Protection Services is responsible for handling all emergency situations. Through their two-way radios, the guards have the most effective communications.

If the situation is not already in the hands of security officers, **dial Security Command Center (x 6115)**. **Do not dial 911. Should you have to contact emergency services directly, dial x6911, which is a dedicated emergency line.**

Panic button: A panic button has been installed underneath the counter at the East Building Art Information Desk. Pressing the button summons help from the nearest security officer. It is very effective (as those of you have pressed this button accidentally know!).

First aid for nonemergency medical situations: Refer the person to the closest security officer and let the officer contact the Gallery nurse directly. Do not provide any medical assistance yourself. You may also call the nurse at x 6375.

Chemical Spills or Odors: Chemical spills, leaking containers, burst pipes, malfunctioning HVAC systems and even vehicles can release hazardous chemicals and odors.

If you smell an unusual odor:

- Call the Security Command Center at x6115.
- Identify the exact location and the nature of the odor.
- The SCC will dispatch a Security Officer and notify AFM.
- Do not call the AFM Work Control Center directly.

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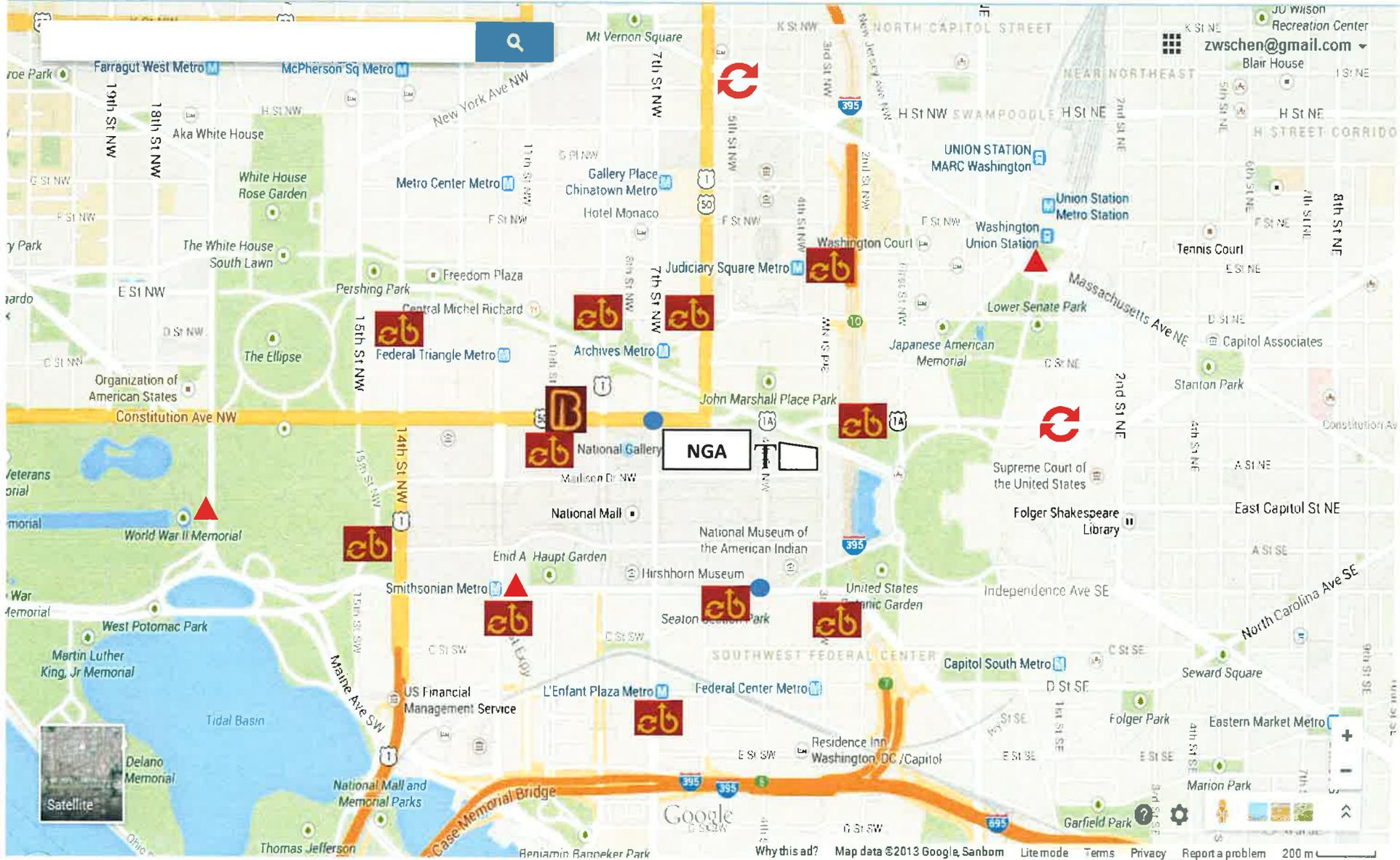
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Helpful Maps & Images



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	DC Circulator (dccirculator.com)		National Mall Tour Bus
	Double-Decker Bus		Capitol Bikeshare