



Sketching and Note-taking Policy

1. INTRODUCTION & PURPOSE

The Queensland Art Gallery | Gallery of Modern Art ('the Gallery') is committed to providing visitors with a safe and welcoming environment whilst also ensuring the protection of the artworks placed under its duty of care. For this reason, visitors are permitted to sketch and take notes in the Gallery provided certain conditions are met.

This policy has been developed as a guide for both staff and visitors regarding sketching and note-taking.

2. SCOPE

This policy is applicable to all visitors to the Gallery.

This policy applies within internal Gallery spaces.

This policy does not apply to sketching or note-taking using electronic equipment such as smart phones and tablet devices.

3. DEFINITIONS

Sketching – Sketching is defined as making drawings. It includes, but is not limited to, copying artworks, drawing Gallery spaces and architecture, and portraits.

Note-taking – Note-taking is defined as any writing. It includes, but is not limited to, copying text from artwork labels and didactics, recording personal observations and completing hand-outs.

4. POLICY

Visitors to the Gallery are welcome to sketch and take notes with graphite pencils only. Other materials, including but not limited to, paints, inks, markers, pens, pastels, chalks, charcoals and coloured pencils are not permitted.

Notebooks, sketchbooks, clipboards and other hand-held sketching equipment are permitted. Easels may only be used if prior written permission is granted by the Gallery.

To ensure the safety of artworks or visitors, Gallery staff may use their discretion to ask visitors to stop sketching or note-taking, or to move to a different position.

5. EXCEPTIONS

- Exhibitions and displays that include works on loan from other institutions or lenders may be subject to different conditions imposed by the lender.
- This policy does not apply to Gallery-organised public programs and other activities supervised by a Gallery staff member.
- Gallery staff may use their discretion regarding sketching and note-taking in the Gallery's food and beverage outlets.

**Director
Queensland Art Gallery**

Approved: 16 May 2012