Notes for Visitors to the Ashmolean Western Art Print Room

From 24 May 2023

Print Room Opening Hours

• 10.30am–12.30pm and 2–4pm, Tuesday to Friday, plus 2nd and 3rd Saturdays of the month
• We recommend that visitors book an appointment. This should preferably be done at least one week in advance. **MAKE A PRINT ROOM BOOKING**
• Drop-in visits are accommodated where possible, but must be requested before 3pm
• If you are running late or need to cancel your appointment, please let Print Room staff know

Print Room Appointments

• Visitors who need to see more than 10 works, or who need to handle works, should let Print Room staff know when making their appointment
• Works must be requested in advance
• Small lockers will be available for coats and bags

Finding and accessing the Print Room

• Please report to the Welcome Desk in the Atrium for directions from our volunteers
  o A plan of the Museum can be found here: [https://www.ashmolean.org/files/ashmolean-museum-floor-plan-2022](https://www.ashmolean.org/files/ashmolean-museum-floor-plan-2022)
  o Western Art Print Room access is off Gallery 53 on the Second Floor
• Use the intercom to the left of the door to tell Print Room staff you have arrived
• Standard Print Room access includes 24 steps – step-free access must be arranged in advance

Safety Protocols within the Print Room

• Do not visit the Print Room if you, or any of your recent contacts have symptoms of Covid-19
• Please use pencils only to take notes
• Please do not bring water, food, or chewing gum into the Print Room
• A member of Print Room staff will supervise your visit. Please follow any guidance that they may give you