

## 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
  - A plan of the Museum can be found here:  
<https://www.ashmolean.org/sitefiles/ashmolean-museum-floor-plan-dec-2023>
  - 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

