



Student Guidelines for Collector Interaction

PURPOSE

The New York Academy of Art's goal is to provide a safe working environment for all students. The following guidelines on how students interact with art buyers have been established to support this goal and the well-being, health and safety of the Academy community. The guidelines are provided to the Academy community and available to the public.

The Academy is committed to the principle of equal opportunity and equal treatment for every prospective and current student in accordance with the law. It is the policy of the Academy not to discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origin or any other protected category in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other Academy-sponsored programs and activities.

ACADEMY GUIDELINES

▪ Art Sales

- It is Academy policy that all sales generated from connections made through the institution must be managed by the Academy.
- For the well-being of the students, collectors or other guests wishing to purchase art from students should contact the Academy's Exhibitions Department and not the student. Students are required to refer all communication with potential art buyers to the Academy's Exhibitions Department.
- To protect student privacy, no student's personal information is shared with art buyers without the student's consent.

▪ Events and Exhibitions

- The Events and Exhibitions Departments hold annual mandatory all-student meetings to prepare students for Academy events in which students interact with collectors, including Tribeca Ball, Open Studios, Take Home a Nude, and Deck the Walls. The meetings cover topics including studio preparation, safety and security, event information, art sales and studio tours. Meeting notes are sent out via email post-meeting.



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- The Academy recommends that students do not list personal contact information on their business cards.
- Should a student receive communication from an event guest and/or art buyer, it is recommended that the student copy the Academy's Exhibitions staff when replying.
- Should a student feel concerned or uncomfortable about communication from an event guest or art buyer, the student should immediately share the communication with the Academy's Title IX Office or a faculty or staff memberⁱ.
- **Studio Visits**
 - Guestsⁱⁱ are required to sign in at the front desk and be accompanied during tours.
 - Guests invited by an Academy employee must be accompanied by an employee while on campus.
 - Guests invited by a current student must be accompanied by the student while on campus. An Academy employee is not required to be present.
 - Academy Board members and patrons must notify an Academy staff member before visiting for a tour.
 - Tours are usually arranged to reflect guest interests and may be limited by time constraints. Guests will be shown studios with art best matching their interests. The Academy does not discriminate when touring guests.
 - Students may opt out of studio tours.
- **Security**
 - Academy employees and students are instructed to carry Academy ID cards at all times.
 - Guests are required to sign in at the front desk and wear guest ID badges while on campus.
 - The Academy is creating an "early warning" system in our database to identify potentially problematic guests.
 - Professional background checks are required for all full-time staff and faculty members and Board members.
 - Security is provided for events such as Tribeca Ball and Open studios. During events, each floor is staffed with floor managers. Should a student feel uncomfortable at any point, he or she should leave their studio and notify their floor manager immediately.



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ACADEMY RESOURCES

The resources listed below are available to our students to support a safe, productive and healthy environment.

- **Title IX Policy Against Discrimination, Harassment, Sexual Assault, Domestic Violence, Dating Violence, Sexual Exploitation, and Stalking**
 - nyaa.edu/title-ix-discrimination-harassment-policies
 - Policy and annual training include reporting procedures and requirements.
- **Staff Directory**
 - nyaa.edu/staff-directory
 - This list of staff members provides students points of contact to address their concerns, including the Academy's Title IX Office.
 - All staff and faculty receive annual Title IX training.
- **Student Assistance Program**
 - nyaa.edu/student-assistance-program
 - The Student Assistance Program is a free and confidential resource for active students seeking personal counsel and guidance and referral to appropriate and accessible services and resources.
 - The program is staffed by a board-certified, Licensed Clinical Social Worker (LCSW).
 - The Student Assistance Program counselor is a confidential resource and not a mandatory reporter.
- **Health & Wellness Resources**
 - nyaa.edu/graduate-program/the-office-of-student-services/health-safety
- **Anonymous online notification form**
 - nyaa.edu/suggestion-box
- **Student awareness and self-defense training**
 - Annual self-defense training workshop lead by an external professional.
- **Student Conduct Policy**
 - nyaa.edu/student-handbook

ⁱ All Academy faculty and staff receive Title IX training and are designated mandatory reporters. Should a student share information about an incident that potentially violates Academy policy, the faculty or staff member is obligated to report to the Title IX Office. To the best of the Academy's ability, student privacy will be protected. The Academy's Student Assistant Program Counselor is a confidential resource and not a designated mandatory reporter.

ⁱⁱ Guests are defined as those who are not current Academy employees or current students. Academy Alumni who have an appointment or visiting for official Academy business must sign in at the security desk and wear ID badges while on campus.