

Checking Out Picture Person Prints at the Peoria Riverfront Museum

1. Park in the parking deck off of Water Street. Bring in your parking stub—have someone in the office or at the front desk (upstairs) validate it for free parking.
2. Enter Picture Person/School Loan room through the door on the right just after entering the museum from the parking deck (Programs Office). The door to the Picture Person/School Loan room is immediately to the left after going through the door to the Programs Office. Hours of availability:
Monday: the museum is not open on Mondays during the school year. If Monday is the ONLY day you can get to the museum, please call 309-863-3028 and arrangements can be made.
Tuesday–Friday: 8 am–5:15 pm
Saturday: 10 am–5:15 pm and Sunday: Noon–5:15 pm (ask the security officer just inside the museum or someone at the front desk to let you into the Picture Person room, as it is locked on weekends).
3. Sign in on the clipboard just inside the door of the Picture Person/School Loan room. We keep track of how many people stop in to use this resource, so it is important that you do this.
4. Go to the Picture Person end of the room (the far end of the room). The items at the near end of the room belong to the School Loan Program. Those are available to educators free of charge, but require advance reservation:
<http://www.peoriariverfrontmuseum.org/educators/educator-resources/school-loan>
5. Locate the desired print(s) at the far end of the room. Pictures of the prints are located in the front of the sign-out book. Sign out the print(s) you selected in the sign-out notebook. Be sure to write legibly and designate copy A or B.
6. Return the print(s) as soon as possible after your presentation. Prints should not be kept longer than 2 weeks. Return the print carefully in the appropriate place WITH THE TAG FACING OUT. If you ask a spouse or friend to return the print(s) for you, instruct him or her to do the same.

Please take good care of the print packages while they are in your care.

There are hundreds of Picture Person volunteers using these resources every year. Please be considerate of the other volunteers and return the prints on time and in good order. Thank you!

If you have questions, please call your coordinator or Ann Schmitt at the Peoria Riverfront Museum (309-863-3028).