

## Guidelines for Scholars & Researchers

Preserving the collection is the Museum's foremost responsibility and we must therefore ask that you read and observe the rules below. Violation of these rules will lead to exclusion from the Study Center.

The Study Center is open to visitors by appointment on **Monday and Wednesday afternoons from 1:00 to 3:30 PM**. Appointments outside of these hours will only be approved at the discretion of MoMA staff. Weekend and evening appointments cannot be accommodated.

### *I. Scheduling and Preparing for Visits*

- Visitors must fill out an appointment application in order to be scheduled.
- **The Study Center closes promptly at 3:30 PM.**
- **Visits typically last one to two and a half hours.** Visitors must indicate the duration they will need and **MUST NOT** exceed this limit. MoMA can give a 10 minute warning to alert visitors that their time is coming to an end, if desired.
- Due to high demand, **frequent requests from visitors might be limited.**
- If a visitor will be accompanied by others, they will need to provide the names of their guests on their application form.
- The visitor must indicate if any special assistance or accessibility is required.
- The visitor should **provide a list of no more than fifteen artworks to view. Lists must be included on application form.** Depending on size, portfolios and series may not count as one item, but as multiple items. Because of the fragility of illustrated books, only a few volumes may be selected at a time.
- **Everything on the list is subject to MoMA staff's approval.** Works that are oversized, unavailable, framed, or fragile might be struck from the list. In these cases, staff can substitute other similar works, where appropriate, if requested.
- If a visitor would also like to view object or artist files (where available), they will need to indicate this when scheduling their appointment.
- Visitors will come to the administrative Lauder Lobby entrance at 11 West 53<sup>rd</sup> Street (the film/administrative entrance; closer to Fifth Ave. than the main museum lobby) and will alert the Receptionist that they have arrived. They will wear the visitor passes provided to them and MoMA staff will escort them to the Study Center.

# The Museum of Modern Art

Department of Drawings and Prints

Abby Aldrich Rockefeller Study Center

## II. Visit Procedures

*Visitors are expected to observe the following procedures:*

1. Visitors will sign this agreement upon arrival at the Study Center.
2. Visitors will **wash their hands** before entering the Study Center. If they have anything on their hands that will not wash off (i.e. ink or paint), they will need to request a pair of gloves.
3. **Only pencils, paper, laptops, and small note pads** may be brought into the Study Center. Visitors must provide their own materials. No pens are allowed. Coats, umbrellas, briefcases, bags and any other items must be left outside the Study Center.
4. **No gum chewing**, eating, or drinking is allowed in the Study Center.
5. Artworks should lie flat on the tables and remain face up at all times. Easels are available if needed, depending on the artwork. If a visitor needs to consult the verso of a sheet, the Collection Specialist should be consulted. Turn the pages of illustrated books slowly and gently.
6. **Do not touch** any artwork aside from illustrated books.
7. **Do not lean or sit** on tables or ledges. Do not stand on chairs.
8. No items of clothing can be removed when in the Study Center.
9. Non-flash digital photography of the collection is permitted at the discretion of the Collection Specialist. Any images taken are to be used for research purposes only and are not to be published in any form, digitally or in print.
10. Objects with multiple parts may be documented by the Collection Specialist at the end of the visit.

*I have read and understand these procedures.*

*I agree to follow them and ensure that those accompanying me will likewise follow them.*

Initials: \_\_\_\_\_

Date: \_\_\_\_\_