

# SERVICES

## FRICK ART REFERENCE LIBRARY

10 East 71 Street • New York, NY 10021-4967  
212-547-0641 • [library@frick.org](mailto:library@frick.org)  
[www.frick.org/library](http://www.frick.org/library)



### READING ROOM HOURS

Monday to Friday 10 to 5  
Last request for materials 4  
New researchers please arrive by 3

Saturdays 9:30 to 1  
Last request for materials 12  
New researchers please arrive by 11

### CLOSED

Holiday weekends  
Saturdays in June and July  
Month of August

## ORIENTATIONS

Each year, the incoming classes of area graduate programs attend orientations that focus on how to maximize the research potential of the Frick Art Reference Library. At these orientations, the students learn the advantages of consulting image resources, whether photographic or electronic, together with historic, quasi-primary documents such as annotated auction catalogs and exhibition checklists, and more conventional bibliographic materials. Other more focused workshops on special topics such as provenance research help acquaint students with the exceptional, often unique, holdings at the Library. For more information about orientations and workshops for graduate programs, please contact the Chief of Research Collections and Programs at 212-547-0647 or e-mail [library@frick.org](mailto:library@frick.org).

## WORKSHOPS

The Frick Art Reference Library offers a variety of in-depth workshops in the use of electronic resources. Particular attention is paid to the unique search and retrieval features available through these resources. Sessions are held for:

### FRESCO

This session covers FRESCO (Frick Research Catalog Online), which is the online public access catalog available through the World Wide Web that lists the holdings of the Frick Art Reference Library. Search strategies and search tips are discussed in this session.

### LIBRARY & UNION CATALOGS

This session examines union catalogs. Listings for books, periodicals and archival materials held at libraries around the world can be found in these databases. Particular attention is given to the WorldCat database, which includes the holdings of the Frick Art Reference Library. In addition, catalogs and Web sites of individual libraries and archival repositories are examined, including those of the Metropolitan Museum of Art, the New York Public Library, and the Archives of American Art.

and magazines, with a primary focus on the databases Bibliography of the History of Art (BHA), Art Index, and the full-text database JSTOR. Examples of other databases included in this session are Art Index Retrospective and the Index to 19th- Century American Art Periodicals.

## PERIODICAL INDEXES

This session covers databases that list articles and other contents of journals, bulletins, conference reports and magazines, with a primary focus on the databases Bibliography of the History of Art (BHA), Art Index, and the full-text database JSTOR. Examples of other databases included in this session are Art Index Retrospective and the Index to 19th- Century American Art Periodicals.

## AUCTION CATALOGS & SALES INDEXES

This session examines various resources for sales information. Particular emphasis is given to the SCIPPIO: Art and Rare Book Sales Catalogs database, a union catalog listing sales catalogs owned by the Frick Art Reference Library and other research institutions chiefly in the United States and Canada. Online indexes of sales results, such as the Artnet.com: Price Database, ArtFact, the Art Sales Index and Artprice.com are demonstrated in this session.

## SCHEDULE

- Workshops are scheduled by appointment.
- Space is limited for each workshop session. Individual or group appointments can be made. Please sign up in advance with the Assistant Reference Librarian.
- Requests for workshops on special topics are invited.
- Each workshop session is approximately one hour in length.
- Basic knowledge of Microsoft Windows and Microsoft Internet Explorer is required for workshops.
- For more information or to schedule an appointment, please call the Assistant Reference Librarian at 212-547-0638 or e-mail [library@frick.org](mailto:library@frick.org).

## RESOURCE SHARING

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Since 1996, the Frick Art Reference Library has been a member of SHARES, a program of interlibrary lending and document delivery between research institutions. This program seeks to provide access to and delivery of materials owned by research institutions worldwide. Since 2009, the Frick Art Reference Library offers local interlibrary lending and document delivery through a partnership with the libraries of The Museum of Modern Art and the Brooklyn Museum. Holdings for these institutions, along with the holdings of the Frick Art Reference Library, can be searched using the Arcade online catalog; [arcade.nyarc.org](http://arcade.nyarc.org).

The Library will borrow from other research institutions according to the following guidelines:

## BORROWING PRIVILEGES

All registered researchers of the Library and the research staff of The Frick Collection and Frick Art Reference Library may request materials through the Library's resource sharing programs.

## MATERIALS THAT CAN BE BORROWED

Books and other library materials that are held at the libraries of The Museum of Modern Art and the Brooklyn Museum or are not readily available in the New York metropolitan area may be borrowed, subject to restrictions of lending institutions.

## PLACING A REQUEST

If the Library does not own the item in question, an Interlibrary Services Request Form may be obtained at the Reference Desk.

- Fill out the Interlibrary Services Request Form and review request with the Reading Room staff.
- The Library will notify researchers by telephone or by e-mail when materials have arrived (approximately 24 hours for local requests or 2 weeks for non-local requests).

## • DURATION OF LOAN

Materials will be kept at the Reference Desk for up to four weeks unless otherwise specified by the lending institution.

- Renewals may be possible if permitted by the lending institution.
- The lending institution may recall material at any time when needed locally.

## REPROGRAPHICS

### GENERAL INSTRUCTIONS

Various types of reproductions can be made from Library materials. The cooperation of researchers is requested in observing the following:

- Orders must be accompanied by cash or check.
- No telephone orders are accepted.
- Orders must be placed by 3:30 p.m. Monday to Friday and by 12 noon on Saturdays.
- Service is limited on Saturdays.

A balance must be struck between providing reprographic services and preserving the Library's collections. To minimize damage to materials caused by repeated handling, certain restrictions must be imposed. Additional restrictions may apply if a conservator determines that an item is too fragile to withstand photocopying.

#### NOTICE

##### WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

### PHOTOCOPIES

The Reading Room staff may refuse to photocopy fragile materials. A conservator must approve photocopying of oversized and rare books.

- Photocopies per page – \$.50
- Color photocopies per page – \$3 (M-F)
- Postage and handling fee – \$3 minimum
- One order per day (up to 50 pages per order, no more than 20 pages per item, no more than a single article from a periodical or a collective work)
- Orders may be limited, depending on demand, and may require overnight service or longer.

#### To Order

- Fill out the Reprographic Order Form completely, including call numbers and page numbers.
- Use slips provided to mark book pages to be photocopied.
- Bring the form and item(s) together with payment to the Reading Room staff.

### PHOTOGRAPHS FROM LIBRARY NEGATIVES

Photographic prints or archival inkjet prints from Library negatives may be obtained.

- Print for study purposes – \$50
- Print for publication – \$75
- Postage and handling fee – \$6 minimum
- Allow up to two weeks for processing.

The release of an image by the Library in no way grants or expresses permission for reproduction in any print or electronic media. Identifying copyright owners and obtaining permission is the responsibility of the author and the publisher.

#### To Order

- Fill out the Reprographic Order Form completely, including call numbers.
- Bring the form and item(s) together with payment to the Reading Room staff.

For more information on Library services see the Web site at [www.frick.org/library/services.htm](http://www.frick.org/library/services.htm)