

THE FRICK COLLECTION

ARCHIVES ACCESS POLICY

The Archives contain the archival collections of both The Frick Collection and Frick Art Reference Library, consisting of visual and textual materials. The Archives serve Frick staff primarily, but outside researchers may apply for permission to view archival records by completing the *Application for Access to the Archives* on site (printed on the reverse). If permission is granted, use of the Archives is subject to this Archives Access Policy.

TERMS AND CONDITIONS OF ACCESS

The Frick Collection reserves the right to restrict access to materials in the Archives for any reason. Among the factors that the Frick will consider when deciding whether to permit access are: the condition of the archival materials requested; the number of materials requested; the purpose of the access; and the sensitivity of the archival material's contents. Further, Archives Researchers may view only those materials that have been processed by the Archives staff and for which there are finding-aids available. The Archivist may limit the quantities of material examined at one time. These Terms and Conditions may be revised from time to time.

USE OF THE ARCHIVES

Before applying for permission to view materials in the Archives, all applicants must register as Readers of the Frick Art Research Library. In becoming a Reader, an individual agrees to follow all rules stated in the Frick Art Reference Library's *Guide to Use*. Archives Researchers are subject to those same usage rules. The Guide outlines researcher qualifications, registration procedures, building and records security, and library hours of operation. Archives Researchers must also adhere to the following rules when working with archival materials:

- View archival materials only in the Frick Art Reference Library Reading Room, under the supervision of an Archivist, regardless of whether the researcher is Frick staff or an outside researcher.
- Use only pencils when working with archival materials.
- Keep all archival material in the original order within folders.
- Archival materials do not circulate. If an Archives Researcher wishes to remove any material from the Archives (i.e., for exhibition loan or special viewing), he or she must apply in writing for approval from the Archivist.
- The Frick Collection may deny permission at its sole discretion.
- Follow any other guidelines laid out by the Archivist, in his or her sole discretion.

RESTRICTED MATERIALS

Certain material in the Archives has been designated as Restricted Materials and are closed to all Archives Researchers (both outside researchers and Frick staff), except in specific instances where permission to examine particular files or to obtain information from them has been approved by the records' creator, the office of origin, and the Archivist. Restricted materials include, but are not limited to: confidential curatorial information; financial records of The Frick Collection (other than audited financial statements) dated later than 1960; personnel records, trustee records and development files; donor restricted materials and records. Restricted materials also include those that in the Archivist's sole discretion may be damaged if handled.

REPRODUCTION FOR STUDY PURPOSES

Archives Researchers may not reproduce any visual or textual materials from the Archives for study purposes without the express written permission of The Frick Collection. For information regarding applications for photocopies or other reproductions of archival materials for study purposes, please refer to the *Application for Reproduction of Archival Materials for Study Purposes*.

REPRODUCTION FOR PUBLICATION

Archives Researchers may not reproduce any visual or textual materials from the Archives for publication without the express written permission of The Frick Collection. This prohibition includes dissertations and research theses. For information regarding applications for permission to publish reproductions of archival materials, please refer to the *Application for Reproduction of Archival Materials for Publication*.

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APPLICATION FOR ACCESS TO THE ARCHIVES

(Please attach an additional sheet if more room is needed.)

HOW TO APPLY FOR ACCESS TO THE ARCHIVES

To request permission to view archival materials of The Frick Collection, an applicant must complete the following steps on site: (1) register as a Library Reader; (2) read and agree to the *Archives Access Policy* (printed on the reverse) as well as the Frick Art Reference Library's *Guide to Use*, which is provided to Library Readers; (3) complete the *Application for Access to the Archives* set out below; (4) sign and date the Application; and (5) return the Application to the Archivist.

On behalf of The Frick Collection, the Archivist will review the application for access. When access is approved, an Archivist will schedule an appointment with the Archives Researcher to view materials from the Archives. An approved application for access does not guarantee that reproduction of archival materials will be permitted. Separate applications must be used to apply for permission to reproduce visual and textual materials from the Archives for study purposes or publication. See the *Application for Reproduction of Archival Materials for Study Purposes* and the *Application for Reproduction of Archival Materials for Publication*.

Name _____

Address _____

Phone Number _____

E-mail address _____

Affiliation _____

Research Topic _____

Research Plans _____

Publication Plans _____

In making this application, the applicant confirms that he or she has read the Archives Access Policy (printed on the reverse or on a separate page if downloaded from the Frick's Web site) and agrees that this application, if granted, is subject to that Access Policy. The applicant further understands that any failure to observe the Access Policy will result in withdrawal of permission to access the Archives and denial of any future access to the Archives.

Applicant's Signature _____ Date _____

This application is not effective until it is signed and dated by the Archivist.

PERMISSION

Approval by the Archivist _____ Date _____