

# The Museum of Modern Art

## Abby Aldrich Rockefeller Study Center: Visitor Guidelines

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

### *I. Scheduling*

- Visitors must submit an online application form at least four weeks in advance of the visit.
- Visits typically last one to two and a half hours. Please indicate the expected duration on the online form when applying.
- Requests may include up to 15 artworks. Please provide a list on the online form (all artworks are subject to approval by MoMA staff).

### *II. Arriving for your visit*

- On the scheduled date and time of your visit, please arrive at the Lauder Lobby entrance at 11 West 53rd Street (not the main entrance, but under the piano-lid shaped canopy closer to Fifth Ave.)
- After checking in with Security, please inform the receptionist so that they may call the D&P staff member facilitating your appointment. During this time, you will receive a visitor pass that must be worn at all times in the Museum.

### *III. Guidelines*

- All coats and bags must be left outside the Study Center on the provided coat rack.
- Small notebooks, paper, pencils, and laptops are permitted in the Study Center.
- No beverages, food, or gum are permitted in the Study Center.
- Visitors are not permitted to touch the artworks; a Collection Specialist will be present during the entire appointment to help with any necessary handling.
- Photographs without flash are permitted for research purposes, but they may not be reproduced in any way without specified and approved permission.

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## Abby Aldrich Rockefeller Study Center: Course Guidelines

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

### *I. Scheduling Course Visits*

- Instructors must submit an online form at least eight weeks in advance of the visit. Advanced undergraduate and graduate courses that will benefit most from an in-person viewing of the collection will be prioritized.
- Classes may include a maximum of 16 individuals. Please provide an expected number of students and faculty on the online form when applying.
- Classes typically last one and a half to two hours. Please indicate the expected duration on the online form when applying.
- Requests may include up to 15 artworks. Please provide a list on the online form (all artworks are subject to approval by MoMA staff).

### *II. Arriving for your visit*

- On the scheduled date and time of your visit, please arrive with your students at the Lauder Lobby entrance at 11 West 53rd Street (not the main entrance, but under the piano-lid shaped canopy closer to Fifth Ave.)
- After checking in with Security, please inform the receptionist so that they may call the D&P staff member facilitating your appointment. During this time, all visitors will receive a visitor pass that must be worn at all times in the Museum.

### *III. Guidelines*

- All coats and bags must be left outside the Study Center on the provided coat rack.
- Small notebooks, paper, and pencils are permitted in the Study Center.
- No beverages, food, or gum are permitted in the Study Center.
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