## **Department of Painting and Sculpture Study Center**

The Joseph and Sylvia Slifka Painting and Sculpture Study Center maintains files on more than 4,000 paintings and sculptures in the Museum's collection. Material on individual works may include archival photographs, label and catalog texts, press clippings, press releases, and correspondence. Open by appointment only, Wednesday and Thursday, 1:00–4:00 p.m.

## Conditions for Use:

- 1. No documents are to be removed from the study center for any reason.
- 2. Briefcases, bags, and coats cannot be brought into the research area.
- 3. No eating or drinking is permitted.
- 4. Please only use a soft leaded pencil for note-taking.
- 5. Laptop computers and other electronic devices are permissible, cases must be kept outside of the research area.
- 6. Photos of non-confidential materials may be taken for study purposes only.
- 7. Materials may not be leaned on, written on, folded, traced from, or handled in any way likely to damage them.
- 8. If multiple folders are present, please handle only one at a time.
- 9. Keep the materials in the folder and in their original order, even when this order does not seem meaningful.
- 10. MoMA reserves the right to set restrictions on access to and photocopying of archival materials. If permission is granted, materials to be copied must be handled with departmental supervision.
- 11. When publication is intended, an <u>application for publication</u> rights for any material quoted from the Department of Painting & Sculpture documentation must be submitted to the department in advance. These stipulations also apply to dissertations and research theses.
- 12. When the material is intended to be used in outside conferences and symposia, permission must be requested in advance.