Collections Access Policy for Public Researchers
at the Museum of the City of New York

<u>Who is eligible to access the Museum's collections onsite?</u>
The Research Room at the Museum of the City of New York is open to researchers who demonstrate a need to access primary sources in the Museum's holdings. The MCNY Research Room is not staffed or equipped to assist patrons who wish to conduct general research into New York City history. Applications for research are submitted to the Museum's archivists and curators.

<u>Onsite Reference Procedures</u>
- Onsite research is conducted by advance appointment. Appointments may be scheduled anytime during the normal work day (9:30 AM – 1:00 PM and 2:00 PM – 4:30 PM, Monday - Friday), based on staff availability. An archivist or curator will be present in the Research Room at all times to assist researchers during appointments.
- Onsite research is limited to collections physically stored at the Museum. This includes the Photographs, Prints, and Drawing Collection, the Manuscripts and Ephmera Collection, the Theater Collection, large portions of the Costume Collection, and part of the Decorative Arts Collection.
- All visitors are asked to check coats, bags, etc with the coat check or at one of the lockers at the 104th Street entrance before entering the Research Room. Pencils, notebooks, digital cameras, and laptops are allowed in the Curatorial Center.
- Researchers will be asked to complete a Researcher Application and Duplication Policies Form for each appointment.
- For use of the Research Room, visitors will be charged a fee of $25/day (payment by credit or debit card only). Museum members may visit the Research Room for free after demonstrating a legitimate research need and obtaining an appointment with an archivist or curator. Applications for fee waivers should be submitted to the appropriate archivists and curators.

<u>Remote Reference Procedures</u>
- Remote reference is defined as research facilitated by Museum staff via mail, email, or telephone at the request of an outside party.
- All researchers are encouraged to use the research@mcny.org email, instead of leaving a message on the research voicemail.
- The default turnaround time for an initial response to a query is two weeks.
- Every research inquiry that the Museum receives will be answered, even if the answer is simply to let the person know we do not have the answer to their question.
- Remote reference is capped at 30 minutes per inquiry, though the limit may be extended at the discretion of the archivist or curator.
- In cases where a significant amount of research (more than 30 minutes) is anticipated and exceptions are not applicable, archivists and curators will encourage the researcher to make an appointment to visit the collection in person. If the researcher cannot visit the collection in person, the Museum will provide a list of freelance researchers in the New York Area who can conduct the research on the person's behalf. Admission fees and public researcher policies apply to all freelance researchers.
- There is no fee for remote reference services.