

GUGGENHEIM

Museum Archives Access Policy

1. The Solomon R. Guggenheim Museum Archives is available for research Monday, Tuesday, and Friday, 10:30 to 5:30 by advance appointment only. To arrange an appointment, please contact archives@guggenheim.org.
2. The researcher must complete the "Solomon R. Guggenheim Museum Archives Reader Registration Form," describing the research project and indicating the collections to be consulted. The researcher will fill out a separate registration form for each research project.
3. The Archives reserves the right to restrict access to materials in the Archives for any reason. Among the factors that the Archives will consider when deciding whether to permit access to collections 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, researchers may view only those materials that have been processed by Archives staff and for which there are finding-aids available. The Archivist may limit the quantities of material examined at one time. Unprocessed materials are not available to outside researchers, but may be consulted by staff members in the course of their research for the Museum.
4. Permission to examine manuscript material does not automatically include the right to photocopy. The Archives may decline a request for photocopies because the materials are oversized, too fragile, or fall outside the "fair use" standard. All photocopy requests must be approved by the Archivist and the copyright disclosure statement must be signed. Researchers are not permitted to use digital scanners for items in archival collections. Digital cameras can be used upon approval.
5. Written permission must be obtained from the Museum Archives to publish reproductions of documents or substantial quotes from them. The Museum makes no representation that it is the owner of any copyright or other literary property in research materials made available for use. The researcher is responsible in determining the nature of any rights and the ownership or interest therein, obtaining permission to publish or use, and determining the nature of any possible liabilities that may result from publishing or use. In giving permission to reproduce archival materials, the Solomon R. Guggenheim Foundation does not surrender its own rights to publish the materials or to grant permission to others to publish them; nor does the Museum assume any responsibility for infringement of copyright.
6. The researcher agrees to indemnify and hold harmless The Solomon R. Guggenheim Foundation, its officers and employees, from and against all claims and actions arising out of the researcher's use of the documents.
7. Researchers may come in contact with records that contain private or restricted information about individuals or organizations. This information may not be conveyed by the researcher to anyone by any means.
8. The archival material must be consulted in an assigned location in the Archives' reading room and may not be removed from this room at any time. No smoking, eating, or drinking is allowed in this area.
9. Only pencils may be used for note taking; no pens, ink, erasable ink, or self-stick removable notes may be used. Tracing from or writing on archival materials is not permitted. Computers may be used, but they are not supplied by the Archives.
10. The researcher must use extreme care when handling the collections. Many items are fragile, valuable and/or irreplaceable.
11. The researcher is expected to preserve the existing arrangement of the material within folders and boxes. If anything appears to be misfiled, the researcher should not attempt to move it, but call it to the attention of the archivist.