

The Los Angeles County Museum of Art

LACMA Study Center for Photography and Works on Paper

Guidelines for Individual Research Visits

I. Scheduling Research Visits

- Researchers must book their visit at least three weeks in advance.
- Availability is limited, so please schedule far in advance whenever possible.
- Research visits are usually scheduled for Monday, Tuesday, and Friday afternoons, 2-5 PM. Exceptions are occasionally made for researchers who are unavailable during these times.
- Visits will not be scheduled later than 5pm or on weekends. Visits typically last one to three hours. Researchers must indicate the duration they will need.

II. Preparing for Research Visits

- Lists of requested work must be received at least 2 weeks prior to the visit. Everything on the list is subject to the Study Center manager's approval.
- Visitors must provide the following information prior to the visit: full name, professional or academic affiliation (if any), permanent address, email address, and phone number at which they can be reached.
- If a visitor will be accompanied by others, they will need to provide their names.
- Prints that are oversized, framed, or delicate might be unavailable. In these cases, the Study Center manager will attempt to substitute other similar works, where appropriate.
- If a visitor would like to view object files (where available), they will need to indicate this prior to their visit.

III. Day of Visit Procedures

- Visitors will come to the staff entrance at Wilshire Blvd and Spaulding Ave. The guard on duty will alert the Study Center manager. Visitors will receive visitor passes, and will be escorted to the Study Center by the Study Center manager.
- Notebooks and pencils are the only personal belongings allowed in the Study Center. Pens and markers are not allowed.
- Bags may be stored with the Study Center manager.
- No beverages, food, or gum are allowed in the Study Center.
- When leaning over to look closely at prints, please be careful to hold necklaces, neckties, etc. from falling onto the prints.
- Visitor pass bearers may visit the museum free of charge after the research appointment.

IV. *Art Handling Procedures*

- Researchers should wash their hands before handling works of art, and may be asked to wear gloves, which will be provided.
- Works on paper should lie flat on the tables and remain face up at all times. Easels are available if needed. If you need to consult the verso of a print, consult the Study Center manager.
- Notebooks and pencils are the only personal belongings allowed in the Study Center. Pens and markers are not allowed.
- Do not lean or sit on tables.
- Researchers may handle one artwork at a time.
- The mat should be opened from the lower right-hand corner. The mat window may open like a book, or need to be opened vertically. Never open the mat by reaching through the mat window.
- Remove the protective tissue by lifting opposite corners simultaneously, or by lifting one corner while anchoring the opposite corner. Avoid dragging tissue across the surface of works. Replace the tissue in the same protective manner.
- Move slowly when opening and closing mats, when removing and returning protective tissue, and when turning the pages of books containing prints or drawings.
- Do not touch the surface of works on paper.
- When in doubt about how to handle an object, ask the Study Center manager for assistance.
- Non-flash photography is permitted for research purposes.

I have read and understand these procedures. I agree to follow them and ensure that those accompanying me will likewise follow them.

Initials: _____ Date: _____

LACMA Study Center for Photography and Works on Paper

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