

# HIRSHHORN RESEARCH REQUEST FORM

Please complete the Research Request Form below and sign the second page to acknowledge the Visitor Rules and Regulations. Submit both pages to [HMSGCollections@si.edu](mailto:HMSGCollections@si.edu).

**Date of Request:**

**Name:**

**Institutional Affiliation:**

**Telephone:**

**Email:**

**Purpose of Research:**

**Preferred Dates for Visit (Please allow 4-6 weeks for scheduling and list at least THREE options):**

- 1.
- 2.
- 3.

**Is there a specific deadline for your research? If so, please indicate:**

**Type of Access requested:**

View archival/curatorial/registrar files

View Collection objects

**Please list objects below to which your research relates.** If additional space is needed, please attach a separate Word Document. Please use the following format: Accession Number, Artist Last Name, Title (information can be found on our [website](#))

- 1.
- 2.
- 3.
- 4.

**NOTE: This information may be released to the Office of the Secretary, the Office of the General Counsel, the Office of the Inspector General, and the Office of Protection Services, upon their request.**

## Visitor Guidelines for Access to Hirshhorn Museum and Sculpture Garden Collection and Files

1. The following procedures apply to everyone to ensure the preservation and safe handling of collections. Visitors should contact Registrar's Office by filling out this form at least 4-6 weeks in advance. Please note that not all collection items are housed in the museum and may require additional time to schedule.
2. Backpacks, purses, coats, bound notebooks, folders, etc. are not allowed around collections items or in the collections storage areas. Pencils, loose-leaf paper, and other paraphernalia necessary for research are permitted; however, pens, markers, and sharp implements are not permitted.
3. Food, drinks, smoking, and chewing gum are not permitted near the collections/files or in the collections storage areas.
4. Handling of collection objects is not permitted.
5. Photography is permitted on case by case basis with approval by Registrar and Curator. Flash photography is prohibited. Permission to photograph artifacts does not imply permission to publish/reproduce such materials. Official image requests must be submitted to [HMSGCollections@si.edu](mailto:HMSGCollections@si.edu)
6. Please understand that all visitors are escorted and supervised by museum staff at all times.
7. HMSG restricts the use of some records due to fragility, special format issues, or sensitivity.
8. Digital documentation of file material via camera or smartphone is preferred but if copies are needed, all copying is done by HMSG staff. Copying flags can be requested from staff. Please place the flag in front of the page(s) you want photocopied. **Do not remove pages from the file for photocopying.**
9. HMSG reserves the right to refuse to fulfill extremely large or unmanageable copying orders, or fragile/deteriorating items, or an item in a format which makes photocopying especially difficult or detrimental to the item.

Questions? Email [hmsgcollections@si.edu](mailto:hmsgcollections@si.edu) or call 202-633-2798.

**I have read the rules and regulations for access to Hirshhorn. I agree to abide by those rules. I agree to return materials in the order and condition they were delivered to me.**

Date:

Signature: