

# HIRSHHORN RESEARCH REQUEST FORM

Complete the fields below and sign the last page to acknowledge the Visitor Guidelines. Submit both pages to [HMSGCollections@si.edu](mailto:HMSGCollections@si.edu).

There is a \$30 service fee per artwork to scan and deliver archival records within 8 weeks. We accept payment via credit card (by phone), check or wire transfer (\$25 fee for international bank fees). Payment must be received prior to sending records.

**Date of Request:**

**Name:**

**Institutional Affiliation:**

**Telephone:**

**Email:**

**Purpose of Research:**

**Type of Access Requested:**

View archival/curatorial/registrar files

View Collection objects

**Deadline to Receive Archival Records:**

**Preferred Dates for Visit** (Allow 5 weeks for scheduling and list at least THREE options)

**List objects to view or related to research.** 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.

## SERVICE FEES PAYMENT

INVOICE INFORMATION:
Name:
Museum/Affiliation:
Mailing Address:
E-Mail:

**Credit Card Payments** are accepted via fax or by phone to the **Digital Asset Manager**. Fax forms by request. *Please note, due to the ongoing Covid pandemic, most staff are working remotely. Scheduled phone payments are preferred.*

Fax: 202-312-1995

Phone: 202-633-2804

Make **Checks** payable to **Hirshhorn Museum and Sculpture Garden**. Send to:

Attention: **Research Services**  
**Hirshhorn Museum and Sculpture Garden**  
**P.O. Box 37012 MRC 355**  
**Washington D.C. 20013-7012**

**Wire Transfer** bank information is available by request. A **\$25 Bank Fee** will be added to **international** wire transfers.

PAYMENT METHOD	
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Wire Transfer (Domestic)
<input type="checkbox"/> Check	<input type="checkbox"/> Wire Transfer (International, additional \$25 Bank Fee)

## 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 the Collections Care & Management Office by filling out this form at least **8 weeks** in advance of visit or deadline to receive records. 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.
10. Research visitors will follow Smithsonian staff Covid policies when on site and interacting with staff.

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: