

Hirshhorn Museum and Sculpture Garden RESEARCH REQUEST FORM

Complete the fields below and sign the last page to acknowledge the Visitor Guidelines. Submit completed forms to 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: *(select all that apply)*

View archival file(s)

View collection object(s)

Deadline to Receive Scanned Archive Files: _____

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

1. _____

2. _____

3. _____

List objects to view or related to research: *(Additional objects should be provided in a separate document following the same format. Object information can be found on the museum website or Smithsonian Collections Search website.)*

Please follow the format, *Accession Number, Artist Name, Artwork Title, Date.*

1. _____
2. _____
3. _____
4. _____
5. _____

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.

Hirshhorn Museum and Sculpture Garden Visitor Guidelines for Access to 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 and Management Department by filling out this form **at least 8 weeks** in advance of visit or deadline to receive digital record copies. Please note that not all collection items are housed in the museum and may require additional time to schedule.
2. **Oversized 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 collection items, files or in the collection storage areas.
4. **Handling of collection objects is not permitted.**
5. Photography is permitted on case-by-case basis with approval by the Collections Care and Management Department. **Flash photography is prohibited.** Permission to photograph collection items **does not imply** permission to publish or reproduce such materials. Official image requests must be submitted hmsg-imagerequests@si.edu.
6. Any information or material gleaned from archival files, or in-person visits **must be appropriately cited** as *Hirshhorn Museum and Sculpture Garden, Washington D.C., Museum Archives* when referenced in any future publication or research.
7. Digital scans of archival material are provided for research purposes only and **should not be shared or reproduced without additional written permission.**
8. Please understand that all visitors are **always escorted and supervised by museum staff.**
9. Hirshhorn restricts the use of some records due to fragility, special format issues, or sensitivity.
10. Hirshhorn reserves the right to refuse requests based on available resources, staff availability, artwork accessibility, or artwork condition.
11. Researchers will follow Smithsonian security policies when at the museum or offsite storage facilities.

Questions? Email hmsgcollections@si.edu or call +1 (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.

Signature: _____

Date: _____

RESEARCH SERVICE FEES

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INVOICE INFORMATION:

Name: _____

Museum/Affiliation: _____

Mailing Address: _____

E-Mail: _____

PAYMENT METHOD:

Credit Card

Check

Wire Transfer (Domestic)

Wire Transfer (International, additional \$25 Bank Fee)

Credit Card Payments are accepted by phone. Please schedule payment with the Collections Care and Management Department.

Checks should be made payable to **Hirshhorn Museum and Sculpture Garden.**

Send to:

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.