



## Access Policy

The American Folk Art Museum Archives grants access to its holdings subject to museum policies and donor restrictions. The following rules apply to all Archives holdings.

Research appointments are held at the AFAM Collections and Education Center in Long Island City, Queens.

### Registration

- Visitors are required to make an appointment prior to using the archives.
- To arrange an appointment, please contact [research@folkartmuseum.org](mailto:research@folkartmuseum.org)
- All visitors must complete a registration form and present photo identification at their first visit.
- Returning visitors should notify staff of changes in registration information.
- All researchers must sign the registration book daily upon entering the reading room.

### Reading Room Use

- Visitors will be asked to check personal belongings, including coats, cell phones and bags.
- Only note-taking materials (computers, notepaper and pencils) may be taken to the reading room tables.
- Use pencil only. Pens, highlighters, and post-it notes are not allowed.
- Food and drink, including gum, candy, and water, are prohibited from the reading room.
- The archival material must be consulted in an assigned location in the reading room and may not be removed from this room at any time.
- Please note that there are security cameras in the reading rooms.

### Requesting Materials

The American Folk Art Museum Archives and Library do not circulate.

- Visitors should request material prior to the research appointment. New boxes will not be retrieved during the appointment.
- Staff reserves the right to restrict access to materials for any reason. Among the factors that will be considered 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.
- Visitors may view only those materials that have been processed and for which there are finding aids available.
- Unprocessed materials are not available to outside visitors, but may be consulted by staff members.

### Handling Collections

All material must be handled with great care; Improper handling of material may result in the termination of research appointment.

- Visitors may be required to wear gloves or use other cautionary measures when handling material.
- Visitors may not fold, mark, erase, tear or trace material, and may not rest other books or objects on top of material.
- Visitors will be provided with one document box at a time, and should look through only one folder at a time.
- The visitor 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.
- Visitors may come in contact with records that contain private or restricted information about individuals or organizations. This information may not be conveyed by the visitor to anyone by any means.

### Duplication Requests

All copy requests are subject to the approval of the Archivist. Requests might be declined because of the size or condition of the material, or other restrictions. For more information, see [Reproductions and Permissions](#).

- Researchers are not permitted to use scanners for items in archival collections.
- Upon approval, digital cameras may be used. If approved, the Archivist will provide a proper citation that must appear in the image with the material being photographed.
- The Museum Archives can provide low-resolution digital reproductions or photocopies of most holdings, depending on the physical condition and format of the originals, for personal research use. Duplications are subject to fees.

### Publication

Permission to examine archival collections does not automatically include the right to publish or distribute material. For more information, see [Reproductions and Permissions](#).