



AMERICAN FOLK ART MUSEUM ARCHIVES

Access Policy

Updated July 19, 2023

The American Folk Art Museum Archives is a resource for the study of the institutional history of the American Folk Art Museum (AFAM) and the history of folk art, self-taught art, and art brut.

Procedures for Accessing the Archives

Requests and Registration

Researchers must contact the Archives to seek consultation, schedule an onsite appointment, and/or request copies of materials. An archivist can offer insights into the scope of the archival holdings and advise researchers on how to access the Archives in pursuit of their research needs.

Contact information:

Email: research@folkartmuseum.org

Phone: (212) 595-9533, ext. 108

Researchers are required to demonstrate a specific research purpose to access the AFAM Archives. The AFAM Archives cannot accommodate casual viewings of the collection in the context of a research appointment or duplication request.

Registration is required for researchers accessing the Archives onsite or through duplication request. Please email the Archivist at the email address above to register.

Terms of Use

Researchers agree to indemnify and hold harmless the Museum—its officers, employees, and agents—from and against any damages, liabilities, costs, and expenses, including reasonable attorneys' fees actually incurred, arising out of or in connection with the examination of such records.

Restrictions

AFAM 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; and the sensitivity of the material.

Researchers may encounter records that contain private and sensitive information about individuals, communities, or organizations. Please be mindful and respectful, particularly if conveying this information publicly. Consult the Archivist if you have any questions or concerns.

Copyright Notice

Permission to examine any unpublished manuscript or other record, if granted, does not include permission to reproduce, publish, or distribute contents of the unpublished records or any excerpt thereof at any time. AFAM makes no representation that it holds any copyright interest in the unpublished records. Permission to reproduce, publish or distribute may require the express permission of the copyright owner. While AFAM may

be able to assist in identifying the copyright holder, it is the researcher's responsibility to secure copyright permissions from the proper authorities.

Citation and Acknowledgement of AFAM Archives

All published references (including books, exhibition catalogs, press releases, journal articles, research papers and dissertations) to material in the Archives should be cited according to the standard set forth in the finding aid. The general citation format is as follows:

"[item description], [date], [collection name], [collection number] [box numbers], [folder numbers], American Folk Art Museum Archives, New York."

For example:

Blue Label brand stencil, undated, The Historical Society of Early American Decoration Collection, Box: 2, Folder: 7, American Folk Art Museum Archives, New York.

Onsite Research in the Archives

The American Folk Art Museum Archives is located at:
47-29 32nd Place
Long Island City, NY 11101

Opening hours for onsite research:

By appointment only, Tuesday and Wednesday, 11am-4pm, Eastern Time

IMPORTANT NOTE: Entering our facility at the address above requires climbing two sets of stairs. Please inform the Archivist if you require accessible entrance. We are happy to accommodate you with an alternative entryway.

Archives Rules

The following rules are in place for the safety of people and collections. Thank you in advance for adhering to them.

- COVID-19 Protocols: Masks are highly encouraged, but optional. Researchers may request that archives staff wear a mask when near them.
- AFAM staff will be in the Archives to supervise all research visits. Please note that there are security cameras throughout the building.
- Personal belongings such as coats, purses, briefcases and bags must be placed in the locker area designated by AFAM staff. Researchers may return to their belongings throughout the visit.
- Archival material must be consulted at the researcher's assigned workstation and may not be removed at any time.
- Only note-taking materials (computers, mobile devices, notepaper, pencils) may be taken to the workstation. Use of pens, markers, highlighters, and post-it notes is prohibited. These can damage materials and workstations. Please use erasable pencil only.
- Food and drink, including gum, are prohibited in the Archives. These attract pests, which can damage collections. Researchers may have water in a lidded container or bottle in the locker area. Researchers may use the kitchen facilities (refrigerator, microwave, water dispenser) indicated by AFAM staff, should they want to take a break or eat.

Handling Materials

- All material must be handled with great care. Improper handling of material may result in the termination of research appointment. AFAM staff will instruct on proper handling and, in some cases, may personally handle material depending on its condition, size, and type.
- Do not fold, mark, erase, tear, or trace any material, or rest other books or objects on top of material.
- Researchers will be provided with one document box at a time and should look through only one folder at a time. Keep the folder flat on the table when flipping through it.
- Please preserve the existing arrangement of the material within folders and boxes. If anything appears to be out-of-order, the researcher should not attempt to move the item, but rather inform the Archivist of a potential misfiling.

Photographing and Photocopying Archives

- The use of flash photography and tripods is not allowed.
- Cell phones and digital cameras may be used to take photos of pages for reference purposes only.
- Researchers are requested to record or include in their image, the collection name, box, and folder of the item. AFAM staff can assist researchers with this process and citation, if needed.
- There is no self-service photocopying. Researchers may not use their own scanner. Duplication services are available upon request and for a fee. See “Digital Reproductions and Duplication Requests” information below.

Digital Reproductions and Duplication Requests

Reference Copies of Archives

The Archives can provide low-resolution digital reproductions or photocopies of most holdings for personal research and reference, depending on the physical condition and format of the item. 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.

Duplications are subject to the fee schedule below:

Type	Fee
Low-resolution digital imaging/photocopy (PDF/JPEG)	\$1 per page/photo (Fee waived if request is under 9 pages)
Audio-Visual Material	Priced Upon Request
3-D Objects and Oversized Materials	Priced Upon Request

After a researcher makes a request, an invoice will be sent with a list of items to be scanned, cost, and directions for payment. Prepayment by check or wire transfer is required. Credit cards are not accepted.

Publishing Archival Material

A separate written application for permission to reproduce, publish, or distribute must be obtained from the American Folk Art Museum (AFAM). Additional fees may apply. Please email the Archivist at the address above for further instructions.