

SFMOMA Archives

Application for Access to Archival Materials

All researchers using the resources of the San Francisco Museum of Modern Art Archives must complete this form. The information you provide will help the staff assist you in your research, compile statistics, and provide for the security of the collections.

Name _____

Permanent Address _____

Telephone number (____) _____ Email _____

Local Address (if different) _____

Local Phone (if different) (____) _____

Collections Requested (check all that apply):

- Exhibition Records
 Administrative Records
 SFMOMA Photographs Collection
 Other _____

May we advise others of your research? Yes No

Statement of Research Topic: _____

Current Affiliation (check one):

- Academic Museum Independent

Purpose of Research (check one):

- Dissertation Thesis Catalogue Raisonné
 Publication Personal Commercial
 Non-profit Research Class Assignment
 Other _____

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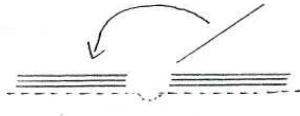
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Signature _____ Date _____

Conditions of Use

- **Documents may not be removed** from the reading room without permission.
- **Coats, briefcases and bags may not be brought into the reading room.** Check them at the coat check in the museum atrium.
- **Digital cameras and cell phones are not permitted.**
- **Smoking, eating and drinking are not permitted.**
- **Pens are prohibited in the reading room;** please use pencil for note-taking. (Laptops are allowed, laptop bags are not).
- **Materials must lie flat on the tables;** they shall not be placed on laps, leaned on, written on, folded, traced from, or handled in any way likely to damage them. Staff will provide book cradles if needed.
- **Only one box at a time will be delivered;** researchers may remove only one folder at a time from the box. Use the provided Out Card to mark the position of the folder in the box.
- **Researchers must preserve the existing arrangement** of material within folders and boxes. If anything appears to be misfiled, call it to the attention of the staff **but do not rearrange it yourself.** Turn the pages in a book-like fashion:



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