



Collections Access Policy for External Researchers at the Museum of the City of New York

Who is eligible to access the Museum's collections onsite?

The Collections Access Room at the Museum of the City of New York is open to researchers who demonstrate a need to access primary sources in the Museum's holdings. The Collections Access Room is not staffed or equipped to assist patrons who wish to conduct general research into New York City history. Please contact research@mcny.org to inquire about making an appointment.

Onsite Collections Access Procedures

- Onsite collections access is conducted by advance appointment only. Appointments may be scheduled on Mondays - Fridays from 9:30 AM – 1:00 PM and 2:00 PM – 4:00 PM, based on staff availability. An archivist or curator will be present in the Collections Access Room at all times to assist researchers during appointments.
- Onsite collections access is limited to the accessibility of the particular collections object, and is subject to archivist or curator approval.
- Pencils, notebooks, digital cameras, and laptops are allowed.
- Researchers will be asked to complete and sign the Application for Onsite Collections Access for each appointment.
- To access collection objects, visitors may be charged a fee as described below (payment by credit or debit card only). Museum members may visit the Collections Access Room for free after demonstrating a legitimate research need and obtaining an appointment with an archivist or curator.
 - Onsite access for commercial organizations - \$30 day, includes the use of a digital camera for taking reference images.
 - Onsite access for individuals and non-profit organizations – free, does **not** grant digital camera access.
 - Digital camera fee - \$15, allows researchers to take unlimited reference image with a handheld camera, no flash. Fee waived for Museum members.

Remote Collections Research Procedures

- Remote collections research is defined as research utilizing collections objects facilitated by Museum staff via mail, email, or telephone at the request of an outside party.
- All researchers are encouraged to contact the museum via research@mcny.org for more expedient service, rather than leaving a message on the research voicemail.
- The default turnaround time for an initial response to a query is two weeks.
- Every collections inquiry that the Museum receives will be answered, even if the answer is simply to let the person know we do not have the answer to their question.
- Remote collections inquiries exceeding 30 minutes are subject to the further fees and stipulations; please refer to the separate document, "Remote Collections Policies and Fees."