



## Museum of the City of New York Collections Access Policy

### Overview

The Museum makes every effort to answer questions directly related to our collections, or those that can be answered by collections materials. Our research services are limited to our collections. The Museum is not a research institution. We do not maintain a reference library, nor do we have subject librarians on hand to assist patrons who wish to conduct general research into New York City history. We recommend that researchers with inquiries of this nature contact the New York Public Library or New-York Historical Society.

Many collections objects have been digitized and are accessible via our online Collections Portal ([www.collections.mcny.org](http://www.collections.mcny.org)), including the ephemera collection and the majority of our architectural and streetscape photography. We recommend beginning your search there. Archival finding aids for collections in the Manuscripts and Ephemera and Theater Collections are available via the MCNY Archival Collections database ([www.mcnycatablog.org](http://www.mcnycatablog.org)).

Please direct all inquiries to [research@mcny.org](mailto:research@mcny.org). Researchers can also leave a message on the research voicemail, 917-492-3399, but be aware that voicemail messages are not checked as frequently as email messages.

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

The Museum's Collections Access room is open to researchers who demonstrate a need to access primary sources in the Museum's collections. The Museum reserves the right to restrict access to materials in the collection for any reason. Among the factors that the Museum will consider when restricting access to the collections are: the condition of the materials requested; the number of materials requested; the purpose of the inquiry; and the sensitivity of the materials' contents. It is our policy to limit in-person access if objects have been digitized and are readily available on the Collections Portal. Research requests made by those under the age of 18 will be considered on a case-by-case basis.

Onsite access is conducted by appointment only, scheduled at least two weeks in advance. Appointments may be scheduled Mondays to Thursdays from 10am to 1pm and from 2pm to 4pm (the room is closed from 1 to 2pm for lunch), based on staff availability. An archivist or curator will be present in the Collections Access room at all times to assist researchers, but all materials must be requested when making an appointment.

### **Remote Collections Access**

If you are unable to visit the Museum in person, the Museum's archivists can carry out collections research on your behalf, based on staff availability. The default turnaround time for an initial inquiry is two weeks. Remote collections inquiries exceeding 30 minutes are subject to further fees and stipulations based on staff availability.

### **Duplication and Publication**

The Museum permits researchers to take digital photographs of materials for reference purposes only. Photographs may be taken with a digital camera, cell phone, or tablet as long as the flash is turned off and no tripod is used. The flat, per-visit fee for digital photography is \$15 for individuals and non-profit organizations, and \$30 for commercial organizations. Permission to photograph materials does not include the right to reproduce or publish the images.

Researchers requesting digital scans will be provided with reference-quality images. The Museum no longer makes photocopies of collections materials. High-resolution images will only be provided in situations where the object would be indecipherable as a reference image. Scanning is subject to the approval of the archivist or curator. Researchers will be charged \$5 per scan (payment by credit or debit card only). Remote researchers are entitled to five pages of free scans per inquiry. It may take up to two weeks for the digital images to be delivered to researchers.

Researchers may use, free of charge, copies of low-resolution images from the Collections Portal for non-commercial use, such as illustrating a school paper or website, or for study. Each image must be accompanied by the following credit line: [Name of creator] / Museum of the City of New York. [Accession number]. If the image will be posted online, please provide a link back to the object record in the Collections Portal.

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