

# The Museum of Modern Art

## Archives, Library, and Research Collections Guidelines for Course Visits to the Library

We are dedicated to preserving and making accessible the Library's collection of research resources, and therefore we request the following rules be observed.

### I. Scheduling Class Visits

- Instructors must submit a course visit request form by the due date for each semester (**February 1** for the spring semester and **October 1** for the fall semester); the library does not accept requests for course visits during the summer; advanced undergraduate and graduate courses that will benefit most from an in-person viewing will receive priority until all available spots are filled.
- Due to high demand, instructors may bring only one class per semester.
- Classes may not exceed 20 individuals total.
- All appointments are scheduled at the discretion of Library staff. The Library is open to class visits on weekdays, no earlier than 10:00 a.m. and ending no later than 5:00 p.m., by appointment only. Preference will be given to classes that meet on Mondays and Fridays, or at 10:00 a.m. on other weekdays, when the Library's reading room is closed to the public. Weekend and evening appointments cannot be accommodated.
- Classes typically last one to two hours. Instructors must indicate the duration they desire and must not exceed this limit.
- The Library closes to the public promptly at 5:00 p.m.

### II. Preparing for Class Visits

- The instructor must provide the projected number of students in the class on their request form and confirm the names of all attendees at least one week prior to the visit.
- The instructor should provide a list of no more than thirty collection items to view on their request form. Please utilize the Library's catalog, [library.moma.org](http://library.moma.org), to explore the Library's collection. Depending on size and content, certain items may not count as one item, but as multiple items. Because of size, fragility, availability, or difficulty in viewing in a group situation, certain materials may not be approved for class visits.
- Once the list has been approved and/or modified by the Library, the instructor must request these items in the [library catalog](#) ten days prior to the scheduled date, so that they are paged from our off-site facility in time for the class visit. Login credentials will be provided. Please note that if materials are not requested, the course visit will be cancelled.
- If instructors have a preference as to how or in what order works are arranged, they will need to indicate this on the form and the Library will try to accommodate.
- MoMA Library staff will welcome the group.
- Class visits are conducted by the instructor.

III. During Class Visit

- Instructors are expected to observe and inform their students of the following procedures:
  - i. The instructor and students should arrive 15 minutes early to the administrative Cullman Lobby entrance, 4 West 54th Street (the Education and Research building).
  - ii. All individuals should check in with the receptionist to request visitor passes that must be worn, and all coats, bags, and other personal items must be left in a designated bin.
  - iii. The only items permitted in the Library are cell phones, laptops, tablets, small notebooks, paper, and pencils. No beverages, food, pens, or gum are allowed.
  - iv. Restrooms are available in the building's Mezzanine level for use prior to the appointment.
  - v. Once the entire class is assembled and has checked their belongings, the instructor should ask the receptionist to call the Library. A Library staff member will escort the class to the Library.
  - vi. Students must be on time. The class will not be brought to the Library until all students have arrived and no late-comers will be given entry. Students cannot leave the group early.
  - vii. Cell phone ringers must be silenced. Calls may not be made or taken in the Library.
  - viii. All visitors must wash hands before the session begins and before handling any materials. Instructors may be given specific handling directions or prohibitions.
  - ix. Since class visits occur in the Library's reading room, we ask that instructors and students maintain low volume in order to not disturb other staff members or researchers.

I have read and understand these procedures. I agree to follow them and ensure that the students I am supervising will likewise follow them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_