Cincinnati Art Museum
Sketching and Copying
Policy and Permit

Sketching with pencil is permitted in all permanent collection galleries of the museum. The top portion of this green **Copyist Permit** should be visible at all times, however, when using pencil, the bottom portion of this permit does not need to be completed.

To copy works in the Museum's collection with any other type of media, you must complete the bottom portion of this permit and adhere to the guidelines listed below. The top portion of this green **Copyist Permit** must be kept visible at all times. A new permit must be completed for each visit.

Copyist Guidelines

Materials and Safety Measures

- Copyists must provide their own easel and work materials, including a 5 x 5' waterproof drop cloth to protect the area in which they are working. These materials should not be left unattended at any time. Work area and all other parts of the Museum must be left clean and free of any debris.
- Use of fixatives and sprays is prohibited.
- Maintain a minimum distance of 4 feet from the work of art being copied. This clearance distance refers to the copyist and any tools/equipment being used (easels, paint jars, etc.).
- Only one person is permitted to copy a single work of art at any given time, unless permission is granted by Museum Security Supervisor.
- Artists agrees to exercise every precaution in working around the art objects in the Museum, including, carrying their easel upright in transit and permitting examination of canvas or other copy materials, paint box and other supplies brought into the building each time they are removed from the Museum. No glass containers will be permitted.
- Please be advised that a member of the Security staff may ask that work be discontinued if a problem is perceived or if galleries become crowded with other visitors
- Do not hinder or impede the flow of traffic in the galleries and corridors or to fire exits.

Copyright Issues

- The copyist must never make any representation that the copy is anything more than a reproduction.
- Copy must be altered in size from the original work of art.
- When an artist's signature is copied, it must be preceded by the words "A copy after…" and followed by the copyist's name and the date the copy was made.

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Photo Identification is required when completing this permit. Identification information will be recorded and kept on file at the Museum. If you agree to the guidelines stated above and assume full liability for any damage in the Museum resulting from your work, please complete the required information below:

Personal Information **Object Information**

Name: _____ **Title of Work of Art:** _____

Address: _____ **Artist's Name/Country:** _____

_____ **Accession Number:** _____

Telephone: _____ **Medium used to copy:** _____

Date of visit: _____

Revised 03/06