

OPAS January 23, 2010

TOLEDO MUSEUM OF ART
REGISTRAR'S OFFICE

REQUEST FOR PERMISSION TO COPY WORKS OF ART

Visitors wishing to copy works of art are required to comply with the following guidelines. Please sign the original and the copy of this form and submit both to the Registrar. Notification of approval or disapproval will be sent promptly.

1. Work areas must be a minimum of five feet away from any work of art. Copyists may not closely approach any work of art with materials such as pencils or paint brushes in hand.
2. If an easel will be used, it must be stable (i.e. not able to be easily tipped over); the easel must be far enough away from all art that should it be tipped over, it will not fall into any work of art.
3. Use of solvents is very limited. Use of turpentine, xylene, xyluol, toluene, or toluol is not permitted. Water, mineral spirits, petroleum spirits, naphtha, and other turpentine substitutes must be in a stable container with a small opening that holds a volume of less than one pint. Containers must have secure fitting lids and are to be kept closed when not in use.
4. Fabric or plastic floor coverings not exceeding one square yard must be used.
5. Copies must vary in size from the Museum original in both dimensions by at least three inches.
6. This form, if approved, must be presented to the Security Coordinator or Security Supervisor upon entering the Museum. Copies must be checked in and out of the Museum by a Security Coordinator or Supervisor, and must enter and leave by the same door
7. Upon finishing their work in the galleries, visitors copying works of art are requested to make certain that the area in which they have been working is completely clean.
8. Due to restrictions of U.S. copyright law, copying is not permitted of various works of modern and contemporary American and European art.

NAME: _____

ADDRESS: _____

TELEPHONE: _____ cell _____

EMAIL: _____

WORK OF ART TO BE COPIED: _____

INTENDED DAY(S) FOR COPYING: Saturday, January 23, 2010 10 a.m. – 3 p.m.

I agree to comply with the guidelines for copying works of art stated above.

Signed _____

APPROVED

DISAPPROVED

Registrar (Pat Whitesides)
Phone: 419-255-8000, ext. 7324
pwhitesides@toledomuseum.org

FAX: 419-254-5089