



MINNEAPOLIS INSTITUTE OF ARTS

Request to Copy Works of Art in the Galleries

Please print clearly

Name: _____

Address: _____

Phone Number: _____ Email: _____

Work you are requesting to copy. Please give artist, title, and location:

* Works of art on loan to the museum cannot be copied; "L" on the work's label (following the credit line and preceding the object number) identifies it as a loan

* Copying is not permitted in the period rooms due to space constraints

* Copying is not permitted in special exhibitions due to space constraints and overcrowding

Medium you would like to use: _____

* Sketching with pencil or colored pencils does not require permission

* All liquids must be in small containers and capped when not in direct use

* Watercolors, charcoal, and chalky pastels are not allowed

Date you would like to start your copy and length of time you anticipate completing it:

Rules:

1. On each and every visit, any apparatus, such as an easel, is to be inspected by a member of the security staff, who has the authority to refuse permission to copy if that apparatus is found to be defective or to pose a danger to the work of art on display.
2. The dimensions of the copy material (canvas or paper) will differ from the original by about 5 inches, either larger or smaller, in both height and width.
3. When beginning a copy, a member of the Registration department will stamp the back of the blank copy material with a permanent stamp and verify that the copy material varies in size from the original as stated above.
4. The artist's signature is not to be reproduced on the copy.
5. A drop cloth must be placed under the easel. The copyist and all materials, including legs of the easel, must remain at least 2 feet away from the work of art.
6. The public's view of the original is not to be obstructed while working in the galleries.
7. Copying can be done during regular open hours of the museum, however, security reserves the right to suspend permission to copy due to special events or overcrowding in the galleries.
8. The copyist must stay with their materials and easel at all times when working in the galleries.
9. The copy is to be made solely as an exercise on the copyist's part and not as a commission for anyone else.
10. The copy is to be made at the copyist's own risk and under no circumstances will the museum be held in any way liable for damage to the copy, whether incurred before or after its completion.
11. Notify security when your copy is completed.

By signing this form, you understand and will adhere to these rules. Failure to do so will result in the termination of permission to copy.

Signature _____

Date _____

A copy of this request will be sent to you upon department approval.

Please return request to:

Department of Paintings
Minneapolis Institute of Arts
2400 Third Avenue South
Minneapolis, MN 55404

Museum use only

Size of the original: _____

Permission granted?: _____

* If not, give reason.