

Helen Frankenthaler Foundation

Helen Frankenthaler Foundation Archives Access Policy

The Helen Frankenthaler Foundation Archives aims to provide access to our collections to qualified researchers to the fullest extent allowable, either with an onsite research appointment or remote research assistance.

Onsite Research Appointment:

Researchers requesting an onsite appointment at the HFF Archives are asked to submit their research topic to archives@frankenthalerfoundation.org. The archivist will evaluate the request to direct the researcher to related materials in the HFF Archives and will respond to schedule an onsite appointment.

Remote Research Assistance:

Remote research assistance is conducted by the archivist at the request of the researcher. Researchers requesting remote research assistance are asked to submit their research topic to archives@frankenthalerfoundation.org. The archivist will evaluate the request to determine if related materials are available in the HFF Archives and respond with further information.

The HFF Archives reserves the right to restrict and/or redact records to protect the legitimate interests of the Foundation, the privacy of individuals, or per donor requirements. More information about restricted materials can be found in the HFF Archives Restriction Policy.

Updated September 23, 2025

Procedures for access to and use of the HFF Archives:

1. Researchers must first complete the Access and Usage of Archival Material form before scheduling an onsite appointment or conducting remote research assistance.
2. A Reference Image Request form must be completed, and permission granted by the archivist, before any materials are photographed or scanned for personal use.
3. Photography or scanning requests may be declined for any reason, including copyright infringement, condition concerns, restrictions of use, and amount of material.
4. The HFF Archives strives to balance providing access to records and protecting the personal or private information of individuals. Researchers may be privileged to records containing personal, private, or sensitive information, such as PII (Personally Identifiable Information) or artwork provenance. Such information may not be shared, reproduced, or photographed.
5. Researchers intending to publish any materials or text from the HFF Archives, whether in a print or digital publication, must receive permission from the Foundation. Researchers are required to receive permissions from rights holders other than the Foundation if necessary.

HFF Archives Reading Room guidelines:

1. The reading room is open from 11am–5pm with an hour lunch break.
2. The archivist will be present at all times to assist during the appointment.
3. The reading room is monitored by security cameras.
4. Researchers may be asked to use onsite lockers to store all outerwear, bags, backpacks, and non-essential items while in the reading room.
5. Pencils, paper, and flags are available in the reading room as needed. No pens or Post-its are allowed.
6. Food, drink, and gum are not allowed in the reading room.
7. Researchers may bring a laptop computer, tablet, and/or cell phone into the reading room.
8. Personal photography of materials is not permitted.
9. Only one box may be on the table at a time, and only one folder from the box can be removed at a time. Please use a flag to mark the place in the box from which the folder was removed.
10. Please keep the folder flat on the table, looking at the materials in the folder as you would a book. Researchers must not disturb the order of the items in folders or boxes.
11. All archival materials should be handled with care. The archivist can provide assistance handling materials if the researcher requests it.