

Helen Frankenthaler Foundation

Helen Frankenthaler Foundation Archives Access Policy

The Helen Frankenthaler Foundation Archives aims to provide access to qualified researchers to the fullest extent allowable. At this time the majority of the collections are unprocessed and therefore unavailable to researchers for on-site access. However, the archives will provide remote research assistance and limited on-site access to the best of our ability.

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 in writing to archives@frankenthalerfoundation.org. The archivist will respond to the request with information regarding whether related materials are found in the archives. The researcher is asked to complete the Access and Usage of Archival Material form before the archivist conducts further research.

Onsite Access:

Researchers requesting an on-site appointment to the archives are asked to submit their research topic in writing to archives@frankenthalerfoundation.org. The archivist will respond to schedule a virtual reference appointment to discuss potential materials and schedule an on-site appointment if appropriate. The researcher is asked to complete and return the Access and Usage of Archival Material form once an on-site appointment is scheduled.

On the day of the appointment, the researcher will be required to sign the [COVID-19 Acknowledgment](#) and provide proof of vaccination and a photo ID.

Updated December 10, 2021

Procedures for access to and use of the Helen Frankenthaler Foundation Archives:

1. On-site research requires an appointment made in advance. Researchers must first complete the Access and Usage of Archival Material form before appointments are made or remote research assistance is conducted.
2. The research room is open from 11am–5pm with an hour lunch break. *Due to COVID-19, research appointments may be limited to four hours a day.*
3. The archivist will be present at all times to assist the researcher during the appointment.
4. The research room is monitored by security cameras.
5. Researchers are asked to use on-site lockers to store all outerwear, bags, backpacks, and non-essential items while in the research room.
6. Pencils, paper, and flags are available in the research room as needed. No pens or Post-its are allowed and should be stored in on-site lockers.
7. Food, drink, and gum are not allowed in the research room.
8. Researchers may bring a laptop computer, tablet, digital camera, and/or cell phone into the research room.
9. Only one box will be brought to 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.
12. The archives strive to balance providing access to records and protecting the personal or private information of individuals. Researchers may be privileged to access records containing personal, private, or sensitive information, such as home addresses and social security numbers. This type of information may not be shared with anyone and cannot be reproduced or photographed.
13. A Reference Image Request form must be completed, and permission granted by the archivist before any materials are photographed or scanned for personal use.
14. Duplication requests may be declined for any reason, including copyright infringement, condition concerns, restrictions of use, and amount of material.
15. Researchers intending to publish any materials or text from the 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.