## JOAN MITCHELL FOUNDATION

545 West 25<sup>th</sup> Street, 15<sup>th</sup> floor, New York, NY 10001 Telephone (212) 524-0100

Archives: Access Policy

- 1. The Joan Mitchell Foundation Archives seeks to make records available for research use to the fullest extent. It is recognized that some records may be restricted to protect the legitimate interests of the Foundation and the privacy of individuals. Those materials that are closed in accordance with Foundation policy or donor restrictions will be reviewed from time to time and opened as soon as the need for the restriction has passed.
- 2. Researchers will be asked to complete a Reader Registration Form before being given access to any materials.
- 3. Unprocessed materials are not available to outside researchers, but may be consulted by Foundation staff members in the course of their research for the Foundation.
- 4. Records are arranged, described, and stored according to generally accepted archival standards; depending upon demand and research value, selected material may be processed in greater or lesser detail.
- 5. Permission to study archival material does **not** include the right to photocopy, photograph, cite, or publish the contents.
- 6. Written permission must be obtained from the Archivist to publish reproductions of documents or substantial guotes from them. Permission is contingent on the researcher agreeing to indemnify the Joan Mitchell Foundation for any loss, damage, or expense to third parties arising from such publication. The Joan Mitchell Foundation makes no representation that it is the owner of any copyright or other literary property in research materials made available for use. The researcher is responsible for determining the nature of any rights and the ownership or interest therein, obtaining permission to publish or use, and determining the nature of any possible liabilities that may result from publication or use.

In giving permission to reproduce archival materials, the Joan Mitchell Foundation does not surrender its own rights to publish the materials or to grant permission to others to publish them; nor does the Foundation assume any responsibility for infringement of copyright.