

INSTRUCTIONS FOR ARTISTS WANTING TO COPY A WORK OF ART

1. Obtain a Written Permission Request Form from the Security Department in advance. Note: Written Permission will be given in most cases automatically for pencil drawing. Written Permission involving other mediums, such as paint (oil or acrylic), and ink will be given with the approval from a Curator, Registrar, and Security Department. Please specify medium to be used when requesting permission.
2. Copying days are Tuesday, Wednesday, Thursday, and Friday from 10:00 a.m. to 3:30 p.m.
3. Print the information requested on the permit form, and return completed form to the Security Department, via North Door Personnel or c/o **Nelson-Atkins Museum of Art / Security Department / 4525 Oak Street / Kansas City, Missouri / 64111-1873**. If the permit can not be instantly approved, due to the request, a letter will be sent to you, either containing an approved Written Permission Request Form or a reason the request was rejected.
4. Return the approved form to the North Door Personnel and you will be introduced to the Security Supervisor on duty. The Security Supervisor will review the weekly schedule with you and arrange the time of copy with the Security Personnel for that selected gallery.
5. The copyist is to obtain the completed Written Permission Request Form and check in with the Security Supervisor at the North Door Entrance each time the copyist returns to work on their art work.
6. Copies of original works of art in The Nelson-Atkins Museum of Art must be a minimum of (2) inches larger or smaller than original art work. Limited to the copier's total canvas size of no larger than (24) inches by (32) inches.
7. The copyist will not be permitted to touch the Museum's works of art, nor have art equipment within (3) feet of the original work of art.
8. The copyist will not move any Museum art works, objects, or furniture.
9. The copyist will review and follow the Nelson-Atkins Museum's guidelines and rules. Your completed Written Permission Request Form will state what art materials you are allowed to bring in.
10. The copyist will review and follow the Nelson-Atkins Museum's guidelines and rules. Your completed Written Permission Request Form will state what art materials you are allowed to bring in.
11. The copyist is to furnish all equipment allowed, and needed for the project. If working in medium such as paint; you will be required to have a (4) by (4) foot plastic drop cloth which is to be placed on the floor beneath work area.
12. The copyist is to remove all equipment from the building by 3:30 p.m. each day.