**COPYIST RULES AND REGULATIONS**

Copying in The Metropolitan Museum of Art is a privilege extended to artists and students of the visual arts. Copyists who have been granted this privilege are expected to exercise extreme care in their work and take all necessary precautions to protect the original work of art from damage and to safeguard visitors from injury. Work may never be left unattended. **Copyists working in the galleries are also expected to permit staff and visitors access to the work they are copying.**

Only works from the Museum’s collection may be copied. The Metropolitan’s **accession number** appears on the exhibition label near the painting. Canvases must not exceed 30 inches by 30 inches and must differ from the dimensions of the original work of art by at least 10 percent. The back of each canvas will be stamped and dated “Permit to copy issued (date)” and stamped “Copy from the original” when the permit is issued.

Only the object specified on the Permit to Copy may be copied. The permit must be affixed to the back of the canvas at all times in the Museum and must be submitted to the Copyist Office in Education before removal of the copy from the museum. Work in progress is stored in the Museum and is not normally removed until the copy is complete or the permit expires. A Package Pass signed by an authorized staff member is required to remove the canvas from the Museum. The Pass must be surrendered to a security officer upon exiting the Museum.

Permits are **valid for one month** from date of issue. Granting of the Permit to Copy does not guarantee that the designated work of art will be available for copying. Works of art may be moved or galleries may be closed without notice. Copyists are expected to plan their work so as to complete it during the term of the permit. The Museum will attempt to make alternate arrangements if access to the original work of art is restricted during the term of the permit. Special copying conditions or permissions are noted on the permit

Copyists must **sign in** and out of the Copyist Office in Education each time they come to the Museum to copy. Only one copyist at a time may work in a given gallery. Absence from a gallery for more than one week may result in the forfeiture of the permit. In case of illness or an emergency, the copyist must notify the Copyist Office so that the gallery in question may be reserved for one additional week pending confirmation of availability by the curatorial department.

Galleries are open to copyists from 11:30-3:30. Copyists are expected to remove all work and materials by 3:30 p.m. Copyists must return work for storage and sign out in the Copyist Office before 3:45 p.m. If you are running late, please call ex. 2818.

Paintings in progress may be stored in racks. Easels, stools, and back-up drop cloths are located in the Education Department. No other materials will be stored. Artists may provide their own museum-approved easel, stool, and drop cloth. Copyists are encouraged to bring their own palettes. All personal property must be brought to and removed from the Museum by the copyist.

The copyist must work with a drop cloth to protect the floor in his/her work area. Easels must be placed at least four feet from all works of art. Artists must be at least three feet from artwork. Paint, palettes, canvases, easels, and any other equipment or materials must never be left unattended in the galleries. The copyist must take care to avoid spreading paint from palettes or brushes in the galleries. All brush cleaning must be performed at home. **Copyists must return easels and palettes cleaned.**

Copyists may not hinder normal traffic flow in the galleries. The copyist must maintain a passageway of at least four feet from the original work of art or any other object on display while copying. Security officers, curatorial, or Education staff may determine that the copyist is not positioned appropriately and request that the copyist temporarily stop work to adjust his/her position accordingly.

Copyists are not permitted in non-public areas of the Museum unless accompanied by a staff member.

Commissions may not be solicited and works either in progress or completed may not be offered or sold in the Museum. Copyists are not allowed to promote their own artistic practice while working in the Museum.

The Museum may suspend or revoke permits for failure of the copyist to observe these rules and regulations, or for any other inappropriate action. Failure to read these Rules and Regulations will not release the copyist from responsibility for observing them.