

Rules for Filming and Photography

The Work Area

- a. The number of members of each film or photography crew is restricted according to the size of the galleries and other spaces. The number of people in each crew must be kept to a minimum.
- b. All equipment cases, extension cords, and personal belongings must be placed away from the art and not on gallery platforms or vitrines.
- c. All light stands must be steadied with weights or sand bags.
- d. Lamps must be located as far as possible from the artwork being filmed or photographed. Lamps must be placed at least far enough away from adjacent art to be out of the range of adjacent art in the event that a lamp falls.
- e. No protective barriers, vitrines, or glazing may be removed, except by prior arrangement with Museum staff.
- f. The work area must be left in the same condition in which it was provided.
- g. No live models may be used without permission of the Museum.

Light Intensity

- a. The intensity of light on works of art, both those being filmed and those adjacent, must be kept within the lowest practical limits for the object being photographed.
- b. Foot-candle readings may not exceed 65 FC. Lower limits may be required at the discretion of authorized museum staff.
- c. Particularly sensitive objects may only be photographed with ambient room light. Such objects include, but are not limited to, works of art on paper, photographs, textiles, furniture with original textile coverings, and wooden objects with complex surfaces, colors, and areas covered with organic dyes (such as marquetry).
- d. Quartz lamps must always be used with separate ultraviolet filters (e.g., Rosco UV Gels or UV absorbing glass).
- e. All lights, excepting lights mounted on a TV camera, must be reflected into umbrellas. Lights may never be aimed directly at art.
- f. Lamps may be turned on only for final placement, exposure readings, and filming.

Use of Flash

- a. No more than two flash sources may be used.
- b. There may be no more than one flash exposure per minute in galleries.
- c. Flash sources must be placed as far as possible from the object being photographed and objects nearby.
- d. Flash sources must be filtered to absorb ultraviolet radiation. **Note:** If flash sources do not absorb ultraviolet radiation (check equipment specifications), film crew and photographers must use separate UV filters.

General

- a. Filming and photography is permitted only in locations and only of works of art or performances expressly authorized by the Museum's staff. An authorized member of the Museum's staff must be present at all filming and photography sessions. Each such session is subject to the supervision of the Museum, and the Museum reserves the right, in its discretion, to suspend or terminate any session.
- b. All members of the film/photograph crew must cooperate with Museum staff to help maintain safe conditions and to protect works of art from harm.
- c. Light levels, ultraviolet radiation, ambient air temperature, the temperature of works of art, and humidity must be maintained at levels deemed safe by the Museum. In such connection the Museum reserves the right to monitor such conditions, including taking instrument readings from time to time, and, if necessary, to take action to restore conditions to a safe level. Without limiting the foregoing, the Museum reserves the right to require lights to be turned off for a "cool down" period.
- d. Film and photography crews must supply all equipment and supplies necessary to comply with these Rules, including weights for light stands, filters, etc.