



## The Met Copyist Program: Terms and Conditions

All individuals accepted into the Copyist Program must adhere to the following guidelines:

- **One** work of art may be copied per person per program period. All requests to copy are subject to curatorial and security approval.
- Only works in The Met collection may be copied. *Loans are not available for copying.* A Metropolitan Museum **accession number** on the label identifying a work of art in the galleries or in the Collection area on the website indicates that a work is in the collection.
- Only the work of art specified on the *Permit to Copy* may be copied. The permit must be visible at all times in the Museum and must be submitted to the Copyist Office before removal of the copy from the Museum.
- We cannot guarantee access to the work indicated in the *Permit to Copy*. Galleries are subject to closure without notice and we will make every effort to inform copyists of such closures. If a gallery is unexpectedly closed we will schedule a makeup day.
- Copyist hours are 11:30 am to 3:30 pm. If you are more than 30 minutes late for your copying session, you forfeit the chance to copy for that day.
- Copyists may not request makeup days to accommodate a personal change in schedule. We will only arrange a makeup day if a gallery (or the Museum) becomes inaccessible to the copyist.
- Copyists are not permitted in nonpublic 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 for sale or sold in the Museum. Copyists working in the galleries are expected to permit staff and visitors access to the work of art they are copying.
- 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. Clay sculptures must not exceed one cubic foot, and *only* oil-based clay is approved for use. The Museum must approve the use of all other mediums in the galleries prior to the first copying session.
- 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 copy from the Museum. Package passes must be requested at least 24 hours in advance.
- The Copyist Program provides French easels and drop cloths. All other approved materials are the responsibility of the Copyist.
- Copyists must **sign in** to the Copyist Office each time they arrive at the Museum to copy.
- Copyists must use dropcloths to protect the floor in their work areas. Easels must be placed *at least four feet* from all works of art. Security officers or curatorial and Education staff may determine that copyists are not positioned appropriately and request that they temporarily stop work to adjust their position accordingly.
- Work, easels, or any other equipment or materials must never be left unattended in the galleries. All brush cleaning must be done at home. **Copyists must return easels and equipment cleaned.**
- Because they are combustible, no painting materials may be stored or disposed of at the Museum.

**The Museum may suspend or revoke a permit if a copyist fails to observe these rules and regulations or behaves otherwise inappropriately.**