

Guidelines for photographing and filming at the Whitney Museum of American Art

General

- **Crew members must be supervised** by WMAA staff at all times.
- **Crews must take particular care** when moving equipment through gallery spaces, exhibiting awareness and attention to their surroundings. Loading in and out cannot be done in haste.
- **Works of art and their bases may not be touched**, sat upon, or have anything draped or placed upon them as a part of the photographic or filming situation. Equipment may not be lifted or used directly above works of art.
- **Crew members must be particularly careful not to make sudden movements** while changing shots. This includes being mindful of electrical cords and other equipment. Equipment and baggage not in active use should be kept completely out of walking paths on the perimeters of galleries but not directly underneath works of art.
- **All works on view must be photographed as installed.** They cannot be unframed, moved, or handled in anyway except by authorized Museum personnel with prior permission.
- **Photographers will be interrupted** if dangerously close to an artwork.

Equipment

- **An equipment list** must be submitted prior to the shoot
- **Lamps and any other equipment must be a distance of either 9 feet or more from any work of art** or at a greater distance from any work of art than the height of the stand fully extended, whichever distance is greater. No artwork or display may be within the fall radius of any standing equipment.
- **Any lamp, tripod, or other stand that is free-standing should have a person assigned to hold it, or must be weighted with sand bags** to prevent accidental toppling of the lamp towards any work of art.

Lighting

- **If lights are being used a Registrar must be present.**
- **No more than two lamps** may be used.
- **Lights should be turned on only for final placement, exposure readings, and actual filming.** Crews are encouraged to take readings off of the actual subject to be photographed.
- **No work may be illuminated with photographic lights for more than ten minutes consecutively or more than fifteen minutes in any one hour.** Still photographers need to shutter their lights to minimize the amount of light striking surrounding works.
- **All lamps and flash lamps must have protective screens.**
- **For works on paper**, only available light may be used, with no exception. Further restrictions may be imposed according to the sensitivities of special materials.

Light levels

- **If HMI lights are used** (preferred because they produce less radiant heat in relation to their light output than other lamps), they must be fitted with ultraviolet absorbing filters, and the light level may not exceed 100 foot candles.
- **If tungsten lamps are used**, the light level must not exceed 100 foot candles and both ultraviolet and infrared filters are required.
- **If any other kind of light is to be used**, Lighting for paintings and sculptures cannot exceed 15-20 foot-candles in total and can only be on the works of art for no more than 15 minutes.

If a photographer or crew member is found to infringe these rules and guidelines, permission to continue or photograph on future occasions may be withheld.

Reviewed and Agreed:

Signature:

Date:

Name (printed):