

# WORCESTER ART MUSEUM

## APPENDIX A

### Approved Photography Equipment

#### EQUIPMENT

- All equipment must be placed at least 5 feet from objects and walls. Exceptions to the rule require special permission from Museum point person(s).
- Any equipment on wheels must have locking systems to prevent them from moving when not in use, and never be unattended.
- All stands should have rubber or nylon tips on their feet and need to be steadied at the base with sandbags. Lead weights are not recommended.
- Crew carrying equipment should walk single file through the Museum's galleries. No hand carrying of large equipment. If necessary, the museum can provide hand trucks for transport.

#### LIGHTING/CLIMATE CONTROL

- The Conservation Department will determine which materials are sensitive and establish the maximum lighting levels and exposure times permitted for the individual works of art
- The Museum may designate that certain sensitive objects be illuminated at extremely low light levels. These materials must not be exposed to quartz iodide or halogen lights, due to the heat they produce. Museum staff will determine lighting and exposure times for filming, as well as the level of sensitivity of materials.
- **Fifteen (15) foot candles or 150 lux** or less may be used in paintings galleries. Museum staff will monitor light levels.
- **Ultraviolet radiation filters** must be used in conjunction with fluorescent lights. Museum staff will monitor UV levels.
- Lighting equipment must be at least 10 feet from the object being documented, and far enough away from adjacent objects to prevent damage in the event it should fall over.
- The intensity of light exposure on objects, both those being filmed and those adjacent, must be kept within the lowest practical limits for the equipment being used.
- **Time limit:** To prevent heating of surfaces during shooting, lighting with hot lights on any one object will be done for no more than 10 minutes at a time with a 15 minute rest period between lightings.
- **Ambient temperature increases:** The Museum will monitor temperature in the galleries. If there is heat build-up near sensitive works of art or if there is an increase in ambient temperature beyond acceptable levels, Museum staff may at any time require film crews to turn off the lights or reduce the number of people in a gallery.
- **Screens and Filters:** Screens must be used on tungsten, incandescent spot or flood lights to control heat and protect object(s) from flying glass as a result of exploding bulbs. UV filters and heavy Pyrex and wire screens must be used on all light sources when possible to minimize exposure and contain debris should a tube explode. This is mandatory for quartz iodide, halogen, tungsten and all continuous light sources. All scrims must be made of fire retardant materials.
- **Maximum power levels:** When the Museum's power source is used, equipment using more than 20 amps is not permitted (check with staff electrician prior to shooting if necessary).
- **Electronic flash:** Flash units must be at least 10 feet from the object being filmed/photographed, and far enough away from adjacent objects so that if a unit falls, it will not touch objects or walls. Flash units must be filtered to absorb all radiation wavelengths shorter than 380 nanometers (using, for example: Rosco UV Filter, Therma-shield).
- **Changes in relative humidity:** The Museum will monitor humidity levels in the galleries. Care must be taken not to alter the relative humidity in climate-controlled galleries. It must be monitored during filming. This is dependent on the types of objects being filmed in the gallery. Measurements will be taken at the surface of the art by a staff member to determine safe limits.