

## FAQ on Finnish National Gallery Archive and Library

### 1. Who can use the Finnish National Gallery Archive and Library?

The Finnish National Gallery Archive and Library and all their collections are available to researchers and the public. You can access the archive collections and the materials in the Ateneum Research Library by making an advance appointment. The Kiasma Library can be visited during opening hours in conjunction with a visit to the museum, or by advance appointment.

### 2. What are the opening hours of the customer service at FNG Archive and Library?

Visits to the archive and the Ateneum Research Library are only by advance appointment. The Archive Collection and the Ateneum Research Library serves customers by appointment in the Ateneum building on Tuesday, Wednesday and Thursday between 9.00 and 16.00. More detailed information will be made available when you book a visit. For information on exceptional opening hours, visit our website at <http://www.kansallisgalleria.fi/en/kokoelmatietopalvelu/>

**Kiasma Library** can be visited during opening hours in conjunction with a visit to the museum or by advance appointment. Because of the limited number of research stations in the library, we recommend that researchers book a station in advance. For extensive information needs you must reserve time from our information service. Appointments: [library@nationalgallery.fi](mailto:library@nationalgallery.fi).

Kiasma Library opening hours:

Tue 10–17

Wed 10–20

Thu 10–17

Fri 10–17 (except first Friday of every month 10–20)

Sat 10–17

### 3. How do I book a visit to the archive, library or Image Archive?

You can book a visit to the **Archive Collection** by sending email to [research@nationalgallery.fi](mailto:research@nationalgallery.fi), to the **Ateneum Research Library** or **Kiasma Library** to [library@nationalgallery.fi](mailto:library@nationalgallery.fi) and to the **Image Archive** to [picturecollections@nationalgallery.fi](mailto:picturecollections@nationalgallery.fi). The customer services of the Archive Collection, Image Archive and Ateneum Research Library are all located in the same place in the Ateneum building.

Material is retrieved from the archives only by advance request. Requests for material from the Archive Collection must be made at least two weeks prior to the visit.

### 4. What materials are there in the Archive Collections of the Finnish National Gallery?

The Archive Collection consists of an Image Archive, Document Archive, Press Cutting Archive, and Audiovisual Archive. For more information on the Archive Collection, please visit our website at <http://www.kansallisgalleria.fi/en/kokoelmatietopalvelu/arkiston-palvelut/>

### 5. What material is there in the Finnish National Gallery Library?

The FNG Library is the largest library in Finland specialising in art. In addition to literature on visual art, it also has Finnish and international art periodicals and exhibition catalogues. For more

information, visit our website: <http://www.kansallisgalleria.fi/en/kokoelmatietopalvelu/kirjaston-palvelut/>

The collection database of the library, **Kirjav@**, is available online at <http://kirjava.fng.fi/>

## **6. Is material in the FNG Archive and Library available online?**

Yes, part of the materials have been digitised and published online. Some material is also available as open data. Our website also includes catalogues of archive and library collections. You can access our materials online at <http://www.kansallisgalleria.fi/en/kokoelmatietopalvelu/aineistot-verkossa/>

## **7. Does the FNG Library or Archive provide assessments of the price or genuineness of works of art?**

Information Services at the FNG Archive and Library does not respond to queries concerning the value, genuineness or signatures of works of art.

## **8. Does the library lend out books or other materials?**

No materials are given out on loan from the FNG Library. You are welcome to access the materials by setting up an appointment in the Ateneum Research Library or the Kiasma Library (see question 2 above). You can also visit the Kiasma Library during its opening hours in conjunction with a visit to the museum.

## **9. Can I take photocopies or photographs of materials in the archive or library?**

With certain restrictions, it is allowed to take photocopies or digital photographs of materials for personal use. Please ask permission first from the staff before taking copies or photographs. The price of photocopies is A4 €0.50/copy (students €0.20/copy) and A3 €1/copy (students €0.50/copy). You can also print out copies of microfiche; the price is the same as above. You can also use the copy machines to scan materials free of charge to send to your email.

## **10. Are there computers available for customers in the FNG Archive and Library?**

The library and archive premises in the Ateneum building has two computers for browsing databases and digital materials. The Kiasma Library also has computers for customers. For more information about their availability, please contact customer services at Kiasma Library. You can also use your own laptop in the Ateneum building and the Kiasma Library. The premises of the archive and library in the Ateneum and in Kiasma have free Wi-Fi.

## **11. What things can I bring to the archive and library premises?**

You can bring a laptop computer and note-taking equipment to the Ateneum Research Library and the Kiasma Library. Bags and other belongings must be left in the lockers provided in the corridor in the Ateneum. The lockers work with a token (20 cent coin). In Kiasma, leave bags and other things in the cloakroom service in the lobby on the ground floor. No food or drink is allowed in the archive and library premises in the Ateneum. The Kiasma Library has a nook reserved for enjoying food or drink. Remember to silence your mobile phone when in the archive and library premises.

## **12. Can I use a picture from the FNG collections in my thesis/publication/other context?**

Contact the FNG Image Archive: [picturecollections@nationalgallery.fi](mailto:picturecollections@nationalgallery.fi). The Image Archive contains images of works in the collections of the Ateneum Art Museum, the Museum of Contemporary Art

Kiasma and the Sinebrychoff Art Museum, as well as other visual material. You can purchase an image license, in which case the image is delivered to you as a publication-quality digital file. The pricing policy for images is available online at

<http://www.kansallisgalleria.fi/en/kokoelmatietopalvelu/kuvamyynti/>

### 13. What is the correct reference format for materials from the archives of the Finnish National Gallery?

**Notes:**

*Title of document. Title of archive. Archive Collections, Finnish National Gallery.*

**Bibliography:**

*Finnish National Gallery, Helsinki*

*Archive Collections*

*Title of archive*

*Title of document*

**Bibliography** (when referring to press clippings):

*Finnish National Gallery, Helsinki*

*Archive Collections*

*Press cuttings*

*Section of press clipping collection (e.g. Press clippings 1920–1950/clippings on X or similar)*

**Images of artworks.** When publishing images of artworks, you must cite at least the following: *name of artist, title of work, date, title of collection (in the case of special collections), owner* and as source *Finnish National Gallery/name of photographer*.

**Other images** (persons, exhibitions, studio or exhibition view, or other type of photograph). You must cite at least the following: *name of person, title of exhibition or other context, in the case of an exhibition also the venue, date, name of photographer, title of collection (in the case of special collections)* and as source *Archive Collections, Finnish National Gallery*.