

# SFMOMA Archives

## Guide to Bibliographic Citations

### **Citation format for SFMOMA Exhibition records:**

[Item description including date], folder title including exhibition dates, Exhibition Records, San Francisco Museum of Modern Art Archives.

### **Example (correspondence) related to a specific exhibition:**

Exhibition:

*Mark Rothko*

August 13-September 8, 1946

Citation:

Mark Rothko to Grace L. McCann Morley, 20 August 1946, Mark Rothko, August 13-September 8, Exhibition Records, San Francisco Museum of Modern Art Archives.

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### **Citation format for SFMOMA Administrative records:**

[Item description including date], box year and folder title, series title, Administrative Records, San Francisco Museum of Modern Art Archives.

### **Example (correspondence) from the Director's Office series of the Administrative records:**

Ansel Adams to Grace McCann Morley, 11 July 1943, 1943 Artist's Correspondence, Office of the Director 1935-1956, Administrative Records, San Francisco Museum of Modern Art Archives.

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### **Citation format for Unprocessed Materials:**

[Item description including date], Unprocessed Material, [series title if known], Administrative Records, San Francisco Museum of Modern Art Archives.

-or-

[Item description including date], Unprocessed Material, [exhibition title and exhibition dates], Exhibition Records, San Francisco Museum of Modern Art Archives.

**Examples of item descriptions:**

Correspondence – please identify specifically as in examples above. You do not need to specify format for letters, but please specify other forms of correspondence (e.g. telegrams, memoranda).

Check-list, date

Press Release, date

Shipping Document – [to/from whom] shipping document, date

Loan Document – [to/from whom] loan document, date

Exhibition poster – [name of exhibition] poster, date

Exhibition brochure – [name of exhibition] brochure, date

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**Citation format for Photographs Collection**

Title including description, date, Call number, Photographs Collection, San Francisco Museum of Modern Art Archives.

Example:

Folk Arts of the Far East, Installation, 1949, ARCH.PIC.1949.01.012.002, Photographs Collection, San Francisco Museum of Modern Art Archives.

Symphony Luncheon, December 14, 1958, ARCH.PIC.1958.03.004.001, Photographs Collection, San Francisco Museum of Modern Art Archives.

\*\* bibliographic citation only—not to be used for credit line. Credit line should include photographer as copyright holder and/or creator.