



**Visual Resources Centre**  
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## LEE JOHNSON ARCHIVE: INITIAL RESEARCH REQUEST

**APPLICANT DETAILS** (please complete in capital letters)

Name: .....  
 Address: .....  
 Email: .....  
 Phone: .....  
 Affiliation: .....  
 Reason for request: .....  
 .....  
 .....

**DETAILS**

Please tell us what information you are looking for. Be as specific as possible and please avoid very broad requests such as "anything you can find" on an artwork or subject. Provide details such as:

- Full name of artwork (including alternative spellings and English/French variants)
- Medium (oil painting, drawing, sketch)
- Measurements
- Geographical location (museum, gallery, private collection)
- Subject, genre, or theme
- Date, year, or decade
- Provenance and attributions
- Document type (letter, image, article, note) and/or language (English, French, German, Italian)
- Correspondents' names and/or addresses

Please continue overleaf if necessary.

**TERMS AND CONDITIONS**

By signing this document the applicant understands that every effort will be made by a Departmental staff member to supply the information requested but that the Department cannot always guarantee a positive outcome, and that;

- a) a response to the enquiry will be provided within 14 days of receipt.
- b) there is a maximum of five hours per request. Further research will be subject to a fee.
- c) the Department reserves the right to request clarification if the information supplied is insufficient and/or to refuse to undertake a search.
- d) any requests for photographs must be submitted separately using the relevant application form which can be provided by emailing [vinc@hoa.ox.ac.uk](mailto:vinc@hoa.ox.ac.uk).

**APPLICANT**

Signed: .....  
 Name (please complete in capital letters): .....  
 Date: .....