

Gallery Archives - Rules and Regulations for Use of the Research Room

The following rules and regulations are established to ensure the protection and security of archival materials and the orderly functioning of the research room. All archival materials and containers must be handled with the utmost care. Improper handling and/or deliberate damage that endangers the safety of the archival materials may result in the suspension of research privileges.

Personal Belongings

- Researchers must leave coats and other large personal items in Gallery checkrooms before entering the research room. See regulations concerning use of the checkrooms on the Gallery website.
- Personal items that are brought to the research room must be placed in a designated area and will not be permitted near the research table.
- Researchers are advised to take their personal belongings with them when leaving the research room. The Gallery does not assume any responsibility for lost, stolen, or misplaced items.

Research Table

- Placing notebooks or other personal items on the research table while archival materials are present is discouraged. Paper will be provided for use if needed.
- Personal computers are permitted but must be placed directly on the table, not on archival materials.
- The use of pens is not permitted. Pencils will be provided on request.
- Cotton gloves will be provided for handling photographs and other materials as necessary.
- Only one archival document box will be permitted on the research table at all times.
- Only one folder may be removed from a box at any time. Place holders will be available to mark the place from which a folder was removed. A folder must be returned to its place in the box before the next folder is removed.
- Keep folders in a box and all contents in a folder in their original order. If anything appears to be amiss, the researcher should not attempt to move it, but call it to the attention of the archivist.
- Erasing, tracing, marking, folding, the placing of adhesives of any kind, or writing on archival materials, folders, or boxes is prohibited.
- Archival materials must be left on the research table at all times.

Research Room Courtesies

- Eating, drinking, or chewing gum is prohibited in the research room.
- Mobile phone devices should be turned off or silenced while in the research room. Portable audio devices with the use of headphones are permitted.

Computers and Digital Cameras

- Researchers are encouraged to bring computers and digital cameras to the research room for personal use.
- Digital photography of archival materials for reference use is encouraged. Paper targets identifying the source of the documents will be provided by Gallery Archives staff and must be included in every frame. The use of flash or supplemental lighting is not permitted.
- Any digital photography of archival materials may be used for personal research purposes only and may not be reproduced without further permission.

Requests for Copies of Archival Materials

- If a researcher is unable to make personal digital copies, reproductions of limited archival materials may be made at the discretion of Gallery Archives staff and is subject to determination that reproduction will not harm the materials.
- Paper space holders will be provided to mark pages to be reproduced.
- Self-service photocopying is not allowed.
- Gallery Archives staff may also decline to copy material where the format, size, or quantity of records makes it impractical.
- Copy requests may take up to 4 weeks to process and copies will be emailed or mailed to the researcher at a designated address.
- Obtaining reproductions of archival materials is not authorization to publish. Written permission must be obtained separately in advance from the Gallery Archives to reproduce archival materials from the holdings of the Gallery Archives for publication purposes.

Restrooms and Return to the Research Room

- Restrooms are available at the Seventh Street entrance and by the Garden Café. Researchers must be escorted to a public area when leaving the research room.
- To be readmitted to the research room, please call extension 6615 from any art information desk.