

## Rules for Use of the Research Room

*The Gallery Archives has established the following rules to ensure the protection and preservation of archival materials. All archival materials and containers must be handled with care. Improper handling and/or deliberate damage to archival materials may result in the suspension of research privileges.*

### Personal Belongings

- We encourage you to leave heavy coats, umbrellas, and other large personal items in coat checkrooms at the Gallery entrances. Please see the procedures for use of the coat checkrooms on the Gallery website.
- Personal items that are brought to the archives research room must be placed in designated lockers and will not be permitted near research tables.
- Please take personal belongings with you when leaving the research room. The Gallery does not assume any responsibility for lost, stolen, or misplaced items.
- Eating, drinking, or chewing gum is prohibited in the research room.
- Gallery Archives staff reserves the right to inspect your personal belongings upon your departure from the research room.

### Review of Archival Materials

- Placing notebooks or other personal papers on a research table while archival materials are present is discouraged. We will provide you with paper if needed.
- The use of pens is not permitted. We will provide pencils for notetaking if needed.
- Cotton gloves are provided for handling photographs and other materials as necessary.
- Only one archival box at a time may be placed on a research table.
- Only one folder at a time may be removed from an archival box. We provide place holders to mark the location from which a folder is removed. A folder must be returned to its proper location within a box before another folder is removed.
- Keep folders in an archival box and all contents in a folder in their original order. If anything appears to be amiss, you should not attempt to rearrange materials, but should call it to the attention of the archivist on duty.

- Erasing, tracing, marking, folding, or writing on archival materials or their folders and boxes is prohibited.
- Keep all archival materials on a research table surface at all times.

### Use of Computers and Digital Devices

- We welcome the use of computers, laptops, tablets, and mobile phones in the research room for personal use. Digital devices must remain on table surfaces away from archival materials.
- Mobile phones should be turned off or silenced while in the research room. Portable audio devices with the use of sound-proof headphones are permitted
- We encourage digital photography of archival materials for study purposes. We provide paper “targets” identifying the source of the archival materials and these targets must be included in every frame. We do not permit flash or supplemental lighting.
- Any digital photography of archival materials may be used for personal research purposes but may not be reproduced without further permission.

### Requests for Copies of Archival Materials

- If you are unable to make personal digital copies, reproductions of a limited number of archival materials may be made by Gallery Archives staff at their discretion and delivered to your designated address.
- Gallery Archives staff may decline to reproduce material where the physical condition, format, size, or quantity of records makes copying prohibitive.
- Self-service photocopying is not allowed.
- 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.