



Helen Farr Sloan Library & Archives Access to Archives and Special Collections Policy

Permission to examine archival and special collections materials in the Helen Farr Sloan Library & Archives will be granted to qualified researchers upon completion of the application process. Such permissions are granted subject to whatever restrictions may have been placed on the collections by the Library and the Museum.

PROCEDURE

- Researchers will receive permission to examine materials after submitting a completed Researcher Registration Form. This form includes an agreement to be signed that indicates that the researcher has read the Access to Archives and Special Collections Policy. The registration form, along with a list of records pulled, will be kept on file by the Librarian.
- Personal belongings such as coats, briefcases, handbags, etc. should not be placed on the research table; items used for research (i.e., pencils, paper, laptop, phone, camera, etc.) are allowed.
- Materials in the Library and Archives do not circulate and can only be used in the Library with the Librarian or other Museum staff present. Staff will remove and reshelve all materials for researchers.
- Only one box at a time will be delivered. Researchers should look through the records one folder at a time, maintaining the order in which they were received. Researchers are requested to notify the Librarian if anything appears to be out of order; please do not rearrange them yourself.

PROTECTION OF MATERIAL

Researchers are responsible for the safeguarding and proper handling of any materials made available to them. Please use a “common sense” approach when handling materials:

- Please wash your hands before handling materials. There are bathrooms just outside of the Library.
- Use pencils only. A pencil can be provided if you do not have one.
- Do not remove material from the Library for any reason.
- Eating and drinking are prohibited in all areas of the Library.
- Handle the papers gently and turn pages carefully. Do not bend or crease brittle paper. Support it against a stable flat surface, such as a folder or tabletop.
- Do not remove items from transparent enclosures.
- Do not make any marks or notations on the papers or folders. Do not fold, paper clip, reorder, or write on top of them.
- Books in protective boxes should be opened carefully and returned to the box when finished.
- Gloves will be provided and should be worn if examining photographic materials.

PHOTODUPLICATION

Copy and scanning services are available for a fee, and in most cases must be done by a Library staff member. Copies and scans will be done as staff time is available, which may involve shipment of materials. When copies are requested, mark the material with a copy slip, but do not remove the items from their folders. Library staff reserve the right to refuse to copy material when, in their judgment, it poses a risk to the physical preservation of materials or for other reasons in the best interest of the Library.

DIGITAL PHOTOGRAPHY POLICY

Researchers are permitted to take their own digital pictures for study purposes. Images intended for publication (web or print) must be ordered from the Office of Rights and Reproductions.

Regulations for Use:

- The Library will allow researchers to photograph collection materials in compliance with donor stipulations and with the fair use clause of the United States copyright law. It is the responsibility of the researcher to determine if the amount of material reproduced exceeds fair use limitations.
- Images may not be distributed, published, broadcast, posted online, or placed in another archive without written permission from the Delaware Art Museum.
- High resolution images must be ordered through the Office of Rights and Reproductions.
- All requested items are subject to review by staff before approval is given to photograph. The Library reserves the right to deny requests for any reason or revoke privileges of researchers who do not adhere to the digital photography regulations.
- No photographs may be taken of the Reading Room, staff, or other researchers.
- Materials are not to be arranged for photography. Manuscripts should remain in order and in the original folders. Materials should not be removed from enclosures, albums, or mountings. Book cradles should be used, and no pressure should be applied to bindings. Always consult staff for guidance, especially when handling fragile or oversized materials.
- Tripods, camera flashes, audio features, special lighting, rearrangement of or standing on furniture, and other equipment is prohibited.
- The researcher is responsible for recording the proper citation information for each item photographed (collection name, box and folder numbers, page numbers, author, title, etc.). Requests for permission to publish and orders for high resolution images cannot be processed without this information.
- The researcher agrees to indemnify and hold harmless Delaware Art Museum, its officers, employees and agents from and against all suits, claims, actions and expenses arising out of the use of digital camera images produced by the researcher from the holdings of the Helen Farr Sloan Library and Archives.

PERMISSION TO PUBLISH

Permission to examine manuscripts is not an authorization to publish them. To the extent that it may properly do so, the Museum will ordinarily grant the usual publication rights to qualified applicants. Researchers who plan eventual publication rights of their work are urged to make inquiry concerning overall restrictions on publication before beginning their research and must complete the Permission to Publish Materials Request Form.

NOTICE CONCERNING COPYRIGHT LAW

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purposes other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.