



DELAWARE ART MUSEUM

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 showing a picture ID and filling out a 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 Researcher 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, lap-top computers) 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 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:

- Wash hands before handling materials.
- Use pencils only. A pencil can be provided if you do not have one.
- Do not remove material from the reading room 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 table-top.
- Do not remove items from transparent enclosures.
- Do not make any marks or notations on the papers, fold them, paper clip them, reorder them 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 services are available for a fee, and in most cases must be done by a Library staff member. Copies 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 CAMERA POLICY

As a convenience to researchers and to reduce the handling of fragile materials, personal digital cameras may be used to make copies of rare materials in the reading room under certain circumstances.

Regulations for Use:

- Items to be photographed must be approved by Library staff prior to use of the camera.
- A Library staff member will supervise the digital photography done by the researcher.
- Use of a flash, outside lights, scanners, tripods, templates or other equipment is prohibited.
- Researchers must follow the Library's standard rules for care and handling of archive, manuscript and special collection materials while using digital cameras.
- Bound volumes may not be flattened in order to obtain better images. Book cradles will be provided if necessary.
- Loose manuscript material must remain in its folder and be kept in order at all times.
- Documents must be kept flat on the table. If leaves are fastened together, please see a staff member before proceeding.
- Library staff reserve the right to deny use of digital cameras when, in their judgment, such use poses risk to the physical preservation of materials.
- Some of the Library's collections include donor restrictions that prohibit reproductions. Researchers may not photograph such collections.
- Library staff will deny requests to use a personal camera if such use may result in unauthorized reproduction of restricted materials, damage to materials, if the materials have already been digitized, or for other reasons in its sole discretion.
- All photographs or images created may be used only for personal research and study and may not be published or broadcast in any media or displayed online, or given to another library, archive or repository without written permission from the Delaware Art Museum and any relevant copyright holder.
- Researchers who require high-quality images for publication or broadcast should submit a request to the Office of Rights and Reproductions.
- The researcher accepts full responsibility for determining whether or not U.S. copyright law protects the materials being photographed and whether or not his or her use exceeds the limit of fair use.
- 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 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.