



# Ingalls Library and Museum Archives Policies and Terms of Use Agreement

The Ingalls Library is a non-circulating art research collection intended to assist visitors with research needs that cannot be met by local public, university, and college library collections.

Visitors are expected to complete the Patron Registration Form and this Policies and Terms of Use Agreement, and to abide by the stated policies with respect for the rights of others and with respect for the collections. Failure to do so will result in loss of library privileges and removal from the library and the Museum. Access to the Ingalls Library and Museum Archives is granted at the sole discretion of the library's staff and such access may be denied or revoked at any time.

## Library Use Policies

- All briefcases, book bags, backpacks, etc. must be checked at the museum's north entrance lobby coat check. Only coats, loose personal papers, books, laptop computers, and purses may be brought into the library.
- Library and archival material may not be removed from the premises. Personal materials are subject to search upon leaving.
- Anyone who removes materials from the Ingalls Library without authorization will lose all privileges and may be assessed a fine and any replacement costs of the material.
- Please turn off or silence your cell phone while using the library. Cell phones may be used in the library lounge on level 2.

- Food may not be brought into or consumed in the library. Lidded beverages may be consumed in the reading room, seminar room, and library lounge on level 2. Beverages are not allowed in the reference area, browsing area, or in the archives.
- Library computers may be used by registered library visitors for art research only. Library terminals are provided for short-term use limited to thirty minutes.
- Library visitors are expected to use personal laptop computers for long term research and personal needs while in the library.
- The use of personal scanners is not allowed in the library.
- Do NOT mark pages, use Post-It notes or write on library and archival materials.

## Museum Archives Use Policies

- The museum archivist determines the collections that are available. Some archival collections are restricted or permanently closed to researchers.
- Researchers must request collections using call slips provided. Archives staff retrieve materials as needed and available.
- Researchers may use one box of records or one folder of oversized material at a time. Please return material to reference or circulation staff before requesting another box or folder.
- Researchers must use pencil for taking notes.
- Researchers may be asked to wear cotton gloves when handling certain types of materials.
- Materials MUST be kept in the order in which they are found within each box and folder.
- Reproduction of archival material is at the discretion of the archivist.
- All copies will be made by staff. Do not remove items to be copied. Instructions for flagging items to be copied will be provided. Copies are \$0.25 each.
- Citations should acknowledge The Cleveland Museum of Art Archives and note the collection name, box number, folder title, and date.