



10 Art Museum Drive
Baltimore, MD 21218

LIBRARY, ARCHIVES, AND MANUSCRIPT COLLECTIONS

Community Guidelines

Registration: Visiting researchers must complete the sign in registration [here](#) and agree to the rules and regulations before using library, archives, or manuscript materials.

Hours: The Library, Archives, and Manuscript Collections are open to the public, Monday through Friday, 10 a.m.– 4 p.m., with a 1 hour break for lunch, by appointment. Please email bmalibrary@artbma.org to request an appointment.

Library Borrowing and Retrieval: Museum staff may borrow library materials from the main stacks, with the exception of special collections. Museum staff must sign up for a library account by stopping by the circulation desk or emailing the librarian to request a library account and all library materials must be checked out before leaving the premises. Library materials are non-circulating to the public which means that the public is welcome to request an appointment to visit the library and use our materials on-site only. Museum staff and visiting researchers may browse and retrieve materials from the library stacks. Please do not mark pages, use Post-It notes, or write on library materials.

Restricted Materials: Some Archives and Manuscript Collections materials may be restricted by law, office of origin, or donor. Restricted materials may not be accessed without written permission from the donor and the archivist. The Archives and Manuscript Collections reserves the right to restrict the use of materials which are not yet processed or arranged, and materials that are of exceptional value or in fragile condition.

What is Allowed into the Reading Room: No smoking, food, chewing gum, or beverages are allowed in the reading room. Pencils and laptop computers may be used. Pens, markers and highlighters are not allowed. Researchers must request permission from the archivist to use cameras or other photographic equipment in the reading room. Scanners are not permitted. Personal belongings are not permitted on the reading room table while archival materials are in use.

Photocopying and Reproductions: With the permission of the archivist, some materials may be photocopied or scanned for a fee by filling out the duplication form [here](#). Archives and Manuscript Collections staff will fill all photocopy and scan orders. Researchers are not permitted to make their own photocopies or scans of materials. The archivist reserves

the right to refuse photocopying and scan requests based on fragility, size, or other considerations. Supplying a photocopy or scan is not authorization to publish. Reproductions of items that cannot be photocopied or scanned may be obtained through the Rights & Reproductions Department of the Museum. A credit line must accompany use of our materials.

Using Materials: Archival and manuscript materials are rare, unique, and original, and must be handled with care. They must not be marked, torn, cut, folded, leaned on, handled roughly, or otherwise damaged. Do not trace materials, or take notes on top of them. Never adhere Post-It notes, paper clips, or other potentially harmful materials to archives or manuscript materials. Notify staff of any items that require preservation attention. Always maintain the existing order of materials within each folder and box. Never rearrange or alter the location of materials. Do not separate materials from their folders. Use gloves when handling photographs or other fragile materials as directed by archives staff. Material may not be removed from the reading room. If microfilm or other copies are available, the original materials may not be used without permission of the archivist.

Requests for Materials: Researchers may request only four boxes at a time, unless special permission by the archivist is given. The researcher may use only one box at a time. Remove only one folder at a time from each box and replace it with a placeholder.

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Citation: If portions of the archives are reproduced in published or unpublished sources, citations must include: “[Collection Title, Folder Title, Box #], Archives and Manuscript Collections, Baltimore Museum of Art, Baltimore, Maryland.”

I have read and understood the community guidelines and by signing this I agree to abide by them.

Name

Signature

Date

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