

## **Cincinnati Art Museum Archives Archival Researcher Agreement**

The Cincinnati Art Museum Archives holds records that are fragile, valuable and often irreplaceable. So that they may be protected and preserved for use by current and future generations, researchers are asked to agree to the following terms in order to consult material from the archives:

- An **appointment** should be made in advance of each visit, and a **valid photo ID** (driver's license, student ID, institutional ID) must be presented on arrival at the Museum's Mary R. Schiff Library reading room.
- Only items **essential** for research should be brought to the reading room (e.g. pencils, paper, laptop); other belongings such as coats, bags, purses, laptop cases, etc. are not allowed at tables whilst archival materials are being consulted.
- If using a computer or other mobile device, please be considerate of other patrons, i.e. switch device to silent.
- Archival materials will be issued from the Mary R. Schiff Library reading room reference desk. Books, ledgers and other large items will be made available one at a time, whilst loose, unbound papers will be issued in batches.
- **The Archives reserves the right to refuse access to records for any reason**, but which may include the condition of the material, restrictions imposed by donors, or to protect the interests of the Museum or the privacy of individuals.
- **When consulting archival records, always use great care and common sense:**
  - Never mark, rub, fold or lean on any document;
  - Only use pencils for writing;
  - Do not consume food or drink;
  - Make sure your hands are clean;
  - Keep items in the order in which they were received;
  - Wear cotton gloves when handling delicate items, such as photographs.
- **Archival materials may not be copied or photographed (with a camera, cell phone, scanner or other device) without first asking a member of Library staff.** Permission to copy material will be granted on a case by case basis, and may be refused if it could result in damage to the records, or if donor, acquisition or legal restrictions prohibit duplication.
- **Any copies created may be used only for private study, scholarship, or research.** The publication or reproduction of any material from the Archives, in full or in extract, is permitted only after obtaining written permission **prior** to publication.
- **Under no circumstances may archival records be removed from the reading room.** To ensure the security of the collection, all items are counted on issue and return, researchers are subject to surveillance, and security staff may inspect personal belongings on exiting the Museum.
- Any researcher who does not act in accordance with this agreement, or who demonstrates carelessness or deliberate destructiveness that endangers the safety of the collections will have their access suspended.

For Library use

ID presented:	
Entered to database:	

***Please complete in BLOCK CAPITALS***

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State, ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Research Purpose (*e.g. family history, dissertation, book, article*):

\_\_\_\_\_

Research Subject:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you hear about the Archives (*e.g. web search, via Ohiolink, word of mouth*)?

\_\_\_\_\_

**I have read the Researcher's Agreement overleaf and agree to these conditions.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_