PHILADELPHIA MUSEUM OF ART, ARCHIVES

Access Procedures

OVERVIEW

The Archives of the Philadelphia Museum of Art is comprised of corporate records, manuscripts, personal papers, ephemera, scrapbooks, photographs, and artifacts which chronicle the history of the institution and its collection since its founding in 1876.

Please note: when accessing materials, certain types of information may not be available because of restrictions that protect the privacy rights of individuals or organizations, legitimate proprietary rights of the Museum, or for other reasons. However, the bulk of the collection is unrestricted and will be made available to researchers on a fair and equitable basis.

PROCEDURE

The Philadelphia Museum of Art is pleased to make its archival collections available to researchers, but requests their full cooperation in adhering to the following guidelines:

1) 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 computers) are allowed.

2) Researchers will receive permission to examine materials after filling out a Researcher Registration Form. This form includes an agreement to be signed that indicates that the researcher has read the Access Procedures and a warning concerning copyright law. The Researcher Registration Form, along with a list of records pulled, will be kept on file by the Archivist.

3) The Archivist will conduct a brief reference interview with the researcher, to determine areas of interest, possible search strategies, and a time frame for research.

4) Researchers should consult relevant finding aids to better acquaint themselves with the scope and content of the records they wish to access.

5) Materials in the Museum's Archives do not circulate, and can only be used in the reading room with Library & Archives staff present. Staff will remove and return all materials to storage areas for patrons.

6) Researchers should examine records one box at a time, one folder at a time, maintaining the order in which they were received. Researchers should notify the Archivist if anything appears to be out of order; do not rearrange the records yourself.

7) Materials may not be removed from the reading room and must be returned in the same condition as when they were received for research. The Museum reserves the right to inspect the researcher's belongings, and as a condition to obtaining access to the materials, the researcher consents to such search.

8) Please use a common sense approach when handling records:

- Do not consume food or beverages at the reading table
- Wash hands before handling materials
- Only use pencils
- Do not erase or make marks on the documents
- Do not trace or write on top of the documents
- Gloves should be worn only if examining photographic materials
- Do not bend or crease brittle paper; support it against a stable flat surface, such as a folder or table-top.

Any improper handling and/or damage will result in materials being taken away from the researcher, and his/her user privileges being suspended.

9) Digital images may be taken with a camera, cell phone, or tablet, as long as the flash is turned off and no tripod is used.

10) Items to be copied should be marked with paper inserts, which the Archivist will provide:

- Please write your initials on the top of the paper flag, with a date or brief description of the document(s) you'd like copied.

- Place the flag perpendicularly in front of the desired document(s) in the folder, so when the folder is returned to the box, the flag is visible.

- Please indicate to the staff if you would like documents scanned or photocopied, along with a time frame for reproduction. Staff will create copies

or scans for patrons as a free service.

- We may be able to copy or scan an order of a few items the same day. Please allow 1-2 weeks for requests of larger quantities.