

Archives Access Guidelines

Overview

The Archives of the Indianapolis Museum of Art is comprised of corporate records, manuscripts, personal papers, ephemera, scrapbooks, photographs, videotapes, films, and artifacts which chronicle the history of the institution since its founding in 1883.

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.

Before you begin:

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.

Researchers will present a picture ID and fill out a **Researcher Registration Form** before accessing materials. This form includes an agreement to be signed that indicates that the researcher has read the Access Guidelines 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.

Help save our collections:

In order to preserve the institutional memory of the IMA and provide it as a research resource for future generations, we ask that these procedures be observed to protect these unique materials:

- Wash hands before handling materials.
- No drinking, eating or smoking is allowed.
- Use only pencil or laptops for taking notes.
- No marks may be added or erased, and no tracing or rubbing is permitted.
- Remove only one folder at a time from a box and maintain the original order of the folders in the box and materials in the folder. Tip: Keep the folder flat on the table top and turn the pages as if they were a book, the order will be maintained and unnecessary wear will be prevented.
- Please do not rearrange or remove materials from folders for any reason. Notify the Archivist if anything appears to be out of order.
- Collection materials are non-circulating and may not be removed from the reading room without authorization.
- All photocopying must be approved by the archives staff and in some cases the materials may be too fragile for copying. Permission to use a personal digital camera requires an **Archives Digital Camera Use** form to be filled out and signed before taking any images. No images of the materials may be made using a cell phone, scanner, or other device brought into the Archives.



Archives Researcher Registration Form

Last Name _____ First Name _____

Affiliation _____

Title/Occupation _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Research subject and purpose

WARNING 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 to 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.

VIOLATORS OF THE ABOVE LAW ARE SUBJECT TO PENALTIES.

I have read the IMA Archives Access Guidelines and the above copyright warning, and agree abide by the terms of the Access Guidelines. I also agree to request permission from the Museum and any additional copyright holders before reproducing information obtained through "fair use."

Signed: _____ Date: _____