

SPECIAL COLLECTIONS

Reading Room: Facility Information, Policy Overview, Reproduction Policy, Permissions Policy, and Acknowledgment

Facility Information

Building: WSW is a multi-building, two-story complex. It can be recognized by its brown wooden siding and large porch.

Entrance: There are two entrances to the main WSW building. One is up five stone steps with no handrail, then six porch steps with a handrail, and through the front door, which swings inward. The door to the right can be opened using the knob, while the other can be opened from the inside when necessary. The second entrance is around the right side and utilizes a ramp paved with stones with no steps. This door swings inward. Neither entrance is currently equipped with automatic doors. The doors are typically unlocked Monday - Friday, 9-5 pm.

Reading Room: The WSW reading room is on the second floor of our main campus building. There are fifteen steps to reach the second floor. If assistance is needed, please make a request, and we will make accommodations based on staff availability. If the stairs are an access barrier, bringing materials downstairs and setting up a research station may be possible based on staff availability.

Policy Overview

The Women's Studio Workshop Reading Room is open to WSW artists-in-residence, staff, independent researchers, and the public. Our Special Collections and Archives are non-circulating (must be viewed in the Reading Room), and access to materials is currently by appointment to allow staff time to prepare and pull requested items. Depending on the scope of research, there may be a limit to the amount of material available per day. This will be determined case-by-case in coordination with the Archivist or Deputy Director. Most collections are open for research with no restrictions. Where restrictions exist as set by WSW, they will be indicated in writing by WSW.

Because the vast majority of the organization's holdings are unique, rare, or extremely fragile, we ask patrons to help us preserve these materials for future scholars by following these special handling requirements:

- All researchers must be registered with the Archivist or the Deputy Director before materials are consulted. and will be asked to sign a copy of the Reading Room Rules upon arrival.
- Arrive with clean hands, washed with only soap and water. Lotions are to be avoided before handling materials as they contain harmful residues.
- Food, drink, smoking, and chewing gum are not permitted. Do not stand on chairs or tables.
- All personal belongings, except those necessary for research (such as non-spiral bound paper, pencils, cell phones, and laptop computers), should be placed in cubby holes provided by WSW staff. This includes laptop cases, backpacks, briefcases, three-ring binders, spiral-bound notebooks, coats, hats, and any clothing not worn in the reading room.
- Under no circumstances are pens, markers, highlighters, Post-Its, scissors, knives, tape, or glue allowed near the materials.
- Manuscript and archival materials must lie flat on the tables; do not place items in your lap, on the floor, on a chair, or in other locations of the reading table. Do not rest objects or take notes on top of materials. No books, papers, or other objects may be laid on or affixed to the material.
- No markings may be added or erased from materials. No tracing or rubbings may be made without specific permission.
- Researchers will have access to one archival box at a time. Please take only one folder from a box at a time and preserve the existing file order.
- As a courtesy to other researchers and those working in offices nearby, please refrain from loud conversations or dictation and silence all electronic devices. Researchers must leave the reading room to make or receive phone calls.
- WSW requires the researcher to check out with the Archivist or pre-determined staff before leaving to ensure all materials are correctly returned.

Reproduction Policy

- Researchers can bring digital cameras or camera phones into the Archives to take their own images. Please do not use flash photography, as it can damage materials. Photography of other researchers or staff is prohibited without permission of WSW and those being photographed.
- Copying and scanning may be subject to copyright restrictions.
- Providing or allowing reproduction does not constitute permission to publish or reproduce images in print or electronic form. However, portions may be scanned and shared electronically upon request.

Permissions Policy

Researchers are required to request permission from the Archivist & Deputy Director to publish or to release media created using the contents of Archives and Special Collections materials.

To the extent allowed, Women's Studio Workshop will ordinarily grant one-time publication and media production rights on request. In granting single-work permission to publish or to produce media, Women's Studio Workshop does not surrender its own right to publish or to release media created from materials in its collections or to grant permission to others to publish them.

The Archivist can only grant permission to publish those materials in its holdings for which WSW owns copyright.

If single-work, one-time permission to publish or to release media is granted, the location of the used material must be cited in the published work. Unless directed otherwise, please cite as: "**Item description,**" [Collection Title], Archives and Special Collections, Women's Studio Workshop.

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Email info@wsworkshop.org to request a Permissions Form.