

Women's Studio Workshop

Reading Room Policy and Acknowledgement

Policy Overview

The Women's Studio Work Special Collections Reading Room is reserved for users of Special Collections and institutional archival materials. 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 either the Special Collections Manager or the Artistic Director before materials may be consulted.
- Arrive with clean hands, washed with only soap and water. There is a washroom located on the same floor as the Reading Room for your use. Lotions and colored nail polish are to be avoided before handling materials as they contain harmful residues.
- Special Collections materials do not circulate and should not leave the room unless otherwise authorized by the Artistic Director.
- 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 that will not be worn while in the reading room. Researchers must remember to take these items when they leave.
- Under no circumstances are pens, markers, highlighters, Post-Its, scissors, knives, tape, or glue allowed near the materials. A pencil can be provided.
- All books must be used in a foam cradle. A staff member will provide you with the appropriate cradle and book weights.
- Manuscript and archival materials must lie flat on the tables; do not place items in your lap, on the floor, on a chair, or other location off 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.

- Nitrile or cotton gloves may be required to handle some of our materials, particularly negatives, photographs, metal objects, and prints. A staff member will provide a pair for you. Our gloves are both latex and powder free.
 - Photography without the use of a flash is allowed for materials. Photography of other researchers or staff is prohibited without permission of WSW and those being photographed.
 - Researchers are allowed to view [redacted] books at a one time. Materials will be held for [redacted] business days, unless other arrangements are made.
 - Researchers are allowed to use one archival box and one folder from the box at a time. Please take care to keep the documents in the file in the order in which you found them.
 - 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.
 - All materials must be returned to the reading room attendant when the researcher leaves. Arrangements for future use can be made at this time, if needed.
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Duplication

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Acknowledgement

Thank you for helping us in our efforts to preserve our collections for future generations.

I, _____, acknowledge and agree to the policy statements laid out here and will adhere to these guidelines.

Date