

## **ARCHIVES AND MANUSCRIPT COLLECTIONS**

### **Rules and Regulations**

Registration: Researchers must sign in and agree to the rules and regulations presented here before using archives or manuscript materials.

Hours: The Archives and Manuscript Collections are open to the public, Monday through Friday, 9 a.m.–4 p.m., by appointment.

Restricted Materials: Some materials may be restricted by law, office of origin, or donor. Restricted materials may not be accessed without written permission from the donor and the archivist. The Archives and Manuscript Collections reserves the right to restrict the use of materials which are not yet processed or arranged, and materials that are of exceptional value or in fragile condition.

What is Allowed into the Reading Room: No smoking, food, chewing gum, or beverages are allowed in the reading room. Pencils and laptop computers may be used. Pens, markers and highlighters are not allowed. Researchers must request permission from the archivist to use cameras or other photographic equipment in the reading room. Scanners are not permitted. Personal belongings are not permitted on the reading room table while archival materials are in use.

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Requests for Materials: Researchers may request only four boxes at a time. The researcher may use only one box at a time. Remove only one folder at a time from each box and replace it with a placeholder.

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Citation: If portions of the archives are reproduced in published or unpublished sources, citations must include: “[Collection Title, Folder Title, Box #], Archives and Manuscript Collections, Baltimore Museum of Art, Baltimore, Maryland.”

I have read and understood the rules and regulations and by signing this I agree to abide by them.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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