

Mary R. Schiff Library & Archives

ARCHIVAL RESEARCHER AGREEMENT

The Mary R. Schiff Library & Archives of the Cincinnati Art Museum holds records that are **fragile, valuable, and often irreplaceable**. To help protect and preserve them, researchers are asked to read and accept the following conditions:

- A valid photo ID (driver's license, student ID, institutional ID) must be presented on your first visit.
- Only items essential for research are permitted at tables while consulting archival materials. Personal belongings, such as coats, bags, purses, laptop cases, files, and folders, must be left in the museum's coatroom or at the reading room reference desk.
- When consulting materials from the archives, please use care and common sense:
 - **Handle all items with care**
 - **Make sure your hands are clean and dry**
 - **Do not eat or drink at the table**
 - **Do not mark documents or erase existing marks**
 - **Do not rub, fold, tear, or cut documents**
 - **Do not trace, lean, or place items on top of documents**
 - **Only use pencils for writing - pens, highlighters, markers, etc. are not permitted**
 - **Do not reorganize items within a folder**
 - **Wear cotton gloves if handling photographic materials – available from the reference desk**
- For the benefit of other patrons, cellphones, computers, and other devices should be set to **silent** in the reading room.
- **Under no circumstances may archival materials be removed from the reading room.** To ensure the security of the collection:
 - All items are checked on issue and return
 - The reading room is monitored by library staff and security cameras
 - Personal belongings may be inspected on leaving the library/museum
- **Archival materials may not be copied or photographed without first asking a member of staff.** Permission to copy material will be granted on a case-by-case basis and may be refused if it could result in damage to the records, or if donor, acquisition, or legal restrictions prohibit duplication.
- **Copies of images and documents may only be used for private study or research.** Any form of publication or reproduction requires prior written permission from the Mary R. Schiff Library & Archives.
- Researchers who breach this agreement, or whose conduct reflects negligence or intentional harm toward archival materials, will have their access revoked.
- While the Mary R. Schiff Library & Archives aims to provide broad access to its archival collections, it reserves the right to restrict or deny access to any archival record at any time, without prior notice, in order to safeguard the museum's interests and protect individual privacy.

ID presented:	
Entered to database:	

Please complete in BLOCK CAPITALS¹

Name: _____

Institution: _____

Address: _____

City: _____ State, ZIP: _____

Phone #: _____ Email: _____

Purpose of research (*e.g. for use in a book/article, provenance research, family history*)

Research subject:

How did you hear about the archives (*e.g. web search, Ohiolink, word of mouth*)?

If you require any specific access accommodations to support your research, please let a staff member know.

I have read the Researcher Agreement and agree to its conditions.

Signature:_____ **Date:**_____

¹ Personal details are collected to monitor the use of archival materials only and will not be used for marketing or similar purposes.