

Virginia Museum of Fine Arts

Margaret R. and Robert M. Freeman Library
200 N. Boulevard, Richmond, VA 23220-4007
804 / 340-1495

Special Collections Registration Form

(rev. Aug. 18)

Patron Information					
Name:		Date:			
Address:					
City:		State:		Zip:	
Email:		Phone:			
Research Purpose					
<input type="checkbox"/> Personal	<input type="checkbox"/> Publication		<input type="checkbox"/> Exhibition		
<input type="checkbox"/> Class/Seminar	<input type="checkbox"/> Thesis/Dissertation		<input type="checkbox"/> Other Scholarly		
FOR STAFF USE ONLY					
Collection Used:	<input type="checkbox"/> Rare Books	<input type="checkbox"/> Archives	Collection or Call No.:		
Description of Materials:					

Please read the *Guide to the Use of VMFA's Special Collections* below and sign the document. By signing, you agree to abide to all policies and procedures regarding access and use of Special Collections materials. Patrons who cannot follow these rules or who mishandle Special Collections material may be denied access to holdings.

Please assist us to protect our materials and maintain their condition by observing the following conservation guidelines. Your cooperation and care in handling ensure the preservation of the physical and textual integrity of our resources for future users.

Please note that certain individual items or kinds of material may require advance notice and additional staff time in order to be prepared for safe use in the Reading Room. Library staff can inform you about any restrictions on photocopying fragile or restricted material. Photographic reproduction or scanning may not be possible.

General instructions for handling rare and unique materials, including books, print portfolios, scrapbooks, artist books, broadsides, maps, pamphlets, ephemera, drawings and photographic materials:

- Personal belongings such as book bags and coats must be placed in cubbies. Only pencils may be used for taking notes.
- Only one item or folder will be served at a time.
- Food and drink (including water) are not allowed when using materials.
- Hands must be clean and dry and material must be placed on a clean surface.

- Staples, adhesive tape, post-its, metal paper clips, ink, thick marking strips or other non-archival material, may not be placed in or on the materials.
- Do not write, lean, or place any object on the surface of any materials.
- Material should be used on a table or other flat, elevated surface; do not put on the floor or on your lap.
- Notify staff if you see any evidence of insects, mildew, damp, or unusual dirt or deterioration.

Specific instructions for handling rare books:

- If necessary, staff will present books in foam, plexiglass, or cardboard cradles, with or without liners, designed to prevent stress to all parts of the book. Please keep books in the cradle, which should sit squarely on the table.
- Do not rest anything on top of books. Special weights are available from staff to hold books and pamphlets open safely and securely.
- Notify staff if you find damage to paper or bindings which prevents safe handling. All pieces of bindings or paper that break off should be kept with the original material and shown to a staff member. Do not attempt to repair material yourself.
- Unopened pages (where the folds in the quires have not been cut, preventing the turning of single pages) should be referred to the staff.
- Never force open a book with a tight binding. Never place a book face down.
- Avoid touching the surface of pages with writing or painted or gold leaf illustrations. Especially on vellum, ink can chip or be rubbed off. Turn pages only at their outer edges. Do not attempt to turn a page while holding something else.
- Illustrations, letters, and other sheets that fold out or are tipped into books may require special handling procedures or materials; please consult a staff member.

Specific instructions for handling archival material:

- Materials in folders must be kept in the order received. If the material appears to be out of order, do not rearrange them. Any problems should be reported to staff.
- Do not bend, fold or roll flat material such as maps, drawings or other oversize items.
- Staff can provide acid-free bookmarks if needed to denote photocopy/reproduction requests.
- Gloves may be provided with material that is especially sensitive to damage from direct handling such as photographs and negatives.
- Keep material flat on the table at all times.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

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 purpose 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.

I have read and agree to abide by the above guidelines for the use of Special Collections materials.

Signature of Patron: _____

Date: _____