

Avery Architectural and Fine Arts Library Drawings & Archives Reading Room Policies

HOURS *By appointment only* Tuesday to Friday
 11:00 am to 4:30 pm

Getting Started

- **Lockers:** Personal belongings are not permitted in the reading room. We provide lockers to securely store your belongings (such as coats, rain gear, purses, briefcases, computer cases, camera bags, parcels, envelopes, and portfolio folders). Reading Room staff will assign a locker and key in exchange for a valid photo identification card (passport, driver's license, or student id card). Photo ID cards are held while material is in use.
- **Equipment:** Only laptop computers (without cases), and cameras are permitted in the reading room. If you wish to take notes during your visit, you may borrow a notepad and pencil from the reading room attendant and present your sheets before leaving. See photo duplication for more info on reference photographs. The FLLW correspondence is available for viewing on microfiche. An external flash drive is permitted so that patrons can save PDF copies of the correspondence.
- **Cell phones** are permitted in the reading room, provided they are turned to silent or vibrate; patrons must leave the reading room to make or receive any calls.
- **Food and drink**—including water bottles—are strictly prohibited. A water fountain is located by the restrooms in the Wallach Study Center.
- Please **wash your hands** before handling material.

Use of Material

- Please follow the instructions of reading room staff regarding the handling of materials.
- Please handle materials carefully and keep all archival materials in their original order. Use only one box and one folder at any time.
- Make no marks on the materials. Do not write notes on top of materials or rest other objects on the surface of items used. Do not lean on materials. Tracing is not permitted.
- Do not flatten or smooth creases. Leave all materials flat on the table, do not turn drawings or mounted photographs over or hold them up in the air. Use provided cloth weights to help to unfold material.
- Gloves are provided when handling photographs, film, slides, or metal objects. Do not wear gloves when handling other types of material such as drawings or other archival papers.

Study Images

- Patrons may take reference photographs of most materials; staff will notify patrons of exceptions. These images may be used for study purposes only and must not be used for publication.
- Digital cameras may be used in the reading room with most materials (tripods, flash, or additional lighting are strictly prohibited). Please turn off any sound elements.
- D&A provides photographic reproductions of materials for the purposes of study, publication, and other appropriate uses. For more information, please consult Reading Room staff.
- Personal copiers and scanners are not permitted. Additionally, there is no copier or scanner in the archives. Patrons should take their own reference photographs.
- Please cite the archives properly in any published works. Write to Margaret Smithglass, Registrar and Digital Content Librarian, for permission and credit line (email: ms4762@columbia.edu)