

Ingalls Library and Museum Archives

The information hub of the Cleveland Museum of Art.
Where knowledge is collected, created and shared.

The following rules and regulations govern the use of the Ingalls Library and Museum Archives. The library staff appreciates your cooperation in these matters.

Ingalls Library Hours 2013-2014 Academic Year

Monday, Tuesday, Thursday, Friday
10:00 AM-5:00 PM

Wednesday
10:00 AM-7:30 PM (Academic Year)
September 4 - December 18, 2013 (Fall semester)
January 15 - May 7, 2014 (Spring semester)

On Mondays when the museum is closed to the public, enter the building through the service entrance accessible via the parking garage. Buzz for entry, stop at the reception desk and allow Security to check your name off their list. You will also be asked to sign in. Please sign out upon leaving the building. This is a matter of museum security.

Holiday Closings

The Library is closed on the following holidays:

Labor Day

Monday, September 2, 2013

Columbus Day

Monday, October 7

Veteran's Day

Monday, November 11

Thanksgiving Day

Thursday, November 28

Christmas Day

Wednesday, December 25

New Year's Day

Wednesday, January 1, 2014

President's Day

Monday, February 17

Memorial Day

Monday, May 26

Independence Day

Friday, July 4

Web Site: library.clevelandart.org

Contact Information

Reference Desk: 216-707-2530

Circulation Desk: 216-707-2531

Museum Archives: 216-707-2492

ADMISSION POLICIES

Each student must complete a library patron registration form and policies and terms of use agreement form as well as a registration card. At that time an ID and password will be assigned to each student for access to electronic resources and digital images. The card is kept in a special CWRU box at the library circulation desk. Each day when you enter the library, please pull your card from the box and either give it to the desk attendant on duty or leave it on the desk.

Briefcases, book bags, knapsacks, etc., must be stored at the museum's north lobby coat check. CWRU ARTH graduate students may use the coat rack in the library reading room to store coats. Please understand that the museum does not assume responsibility for the safety of briefcases or their contents left in the north lobby coat check. Only loose personal books and papers may be brought into the library. Laptop computers may be used in the library.

Lidded beverages are allowed in the library reading room. **Food is not allowed.**

Spouses, significant others, friends, etc. who may be engaged in research that requires use of the library collections should apply for access and register in accordance with general library access policies.

CIRCULATION POLICIES

BOOKS MAY NOT BE REMOVED FROM THE LIBRARY OR MUSEUM. Anyone who removes books from the library or museum without authorization will forfeit all library privileges.

Each student will be assigned a shelf to which books may be signed out for the semester.

Students are welcome to use the self-check stations located in the library stack areas. You may transport checked-out materials to the library. Books must be taken immediately to the library after check-out. They cannot be taken to the café, galleries, etc. The first infraction will result in a written warning. Subsequent infractions will result in loss of stack access. If you wish to have library materials delivered to your shelf, please leave the material at the designated place in the stacks and the circulation staff will deliver it.

All books held on student shelves must be signed out and returned to your shelf at the end of each day. Books should be placed so that call numbers are easily visible. Books that are no longer needed should be returned to the circulation desk. **PLEASE DO NOT RESHELVE LIBRARY MATERIALS OR RETURN MATERIALS TO THE LIBRARY STACKS.**

Reference books that are used briefly in the reading room need not be signed out, but should be returned to the reference desk.

Please do not place "Post-It" note on library materials.

COURIER RUNS

Books signed out to CMA staff may be recalled for use in the reading room. Courier runs are scheduled throughout the week at 11:30 AM to pick up and deliver library materials. Requests will be processed within one week of receipt. All pickups require a completed call slip for each item. Call slips are available at the counters where public access terminals are located or may be submitted electronically via the library's web site. Students should not contact curatorial departments to obtain books, nor may they pick them up.

COURSE RESERVES

Books and journal articles are arranged by course number in the recent acquisitions area. Slips with course numbers are inserted in each book or journal article and should not be removed. These books and articles do not need to be signed out, but should be used in the reading room or reference room and returned to their respective reserve shelves. Journal articles for some courses are also available through the university's Kelvin Smith Library "Electronic Reserves" service.

IMAGE SERVICES

Your library ID and password provides access to digital images. CWRU students are allowed the use of digital images as a privilege of the CMA/CWRU Joint Program.

Digital images are for class presentation use only and may not be removed from the museum, nor used for any other purpose.

For further information, please consult the Ingalls Library copyright policy on the library's web site: library.clevelandart.org.

INTERLIBRARY LOAN

All interlibrary loans for students are done by staff at the Kelvin Smith Library, CWRU. OhioLINK (Ohio Library and Information Network) is a consortium of Ohio's college and university libraries. OhioLINK provides access to more than 45 million library items statewide, including full-text journal articles.

LIBRARY SEMINAR ROOM

The Library Seminar Room may be used by CWRU ARTH faculty and students for classes, meetings, etc. Arrangements to use the room should be made in advance, with the library's administrative assistant. Library materials may not be used in the seminar room. Lidded beverages are allowed. **Food is not allowed.** Instructions for logging into the museum's network are posted on the placard on the table beside the lap-top computer. Assistance with the lap-top, etc. is available from the CMA Help Desk at 707-2555.

LIBRARY LOUNGE

A lounge area furnished with comfortable reading chairs and tables is located on Level 2. This area may be used for group study, conversations with faculty and colleagues, etc. Library materials, however, cannot be used in this area. The use of cell phones is allowed in this area and beverages in lidded containers may be brought into the lounge area. **Food is not allowed.**

LOST OR MISSING BOOKS

Library shelves are inventoried in mid-November and mid-March. Students and faculty are informed of missing books checked out in their name. A list of books missing from student and faculty shelves will be sent to the Chair, ARTH Department, prior to the end of each semester.

MUSEUM ARCHIVES

The museum archives documents the role of the Cleveland Museum of Art in the social and cultural history of the local community and the world of art. Collections include administrative records of museum offices; audio and visual recordings of collections, programs and events; oral histories; ephemera; and manuscript collections that document the interaction of the museum with significant figures and organizations in the art world. The newly renovated archives and special collections reading room is available for the use of those working with archival materials, rare books and folios.

Archival materials are paged by the Circulation staff as requested.

RARE BOOKS

Rare books may not be signed out to shelves. These books will be paged by the Circulation staff and can be used only in the museum archives and special collections reading room, except on Wednesday evenings between 5:00 - 7:00 PM when these materials can be used in the reference area. Rare materials are paged daily on regular circulation runs between 9:30 AM and 2:00 PM and on Wednesdays until 3:30 PM during the academic year. Materials from the rare books collection must be returned each day to the circulation desk one half-hour prior to closing. Permission to photocopy from rare books is granted on a case-by-case basis.

RECENT ACQUISITIONS

New journals, museum bulletins, and sales catalogues are placed in the recent acquisitions area on a regular basis. Current, unbound journals are housed in the area and may be read there or in the reading room. Unbound journals and auction catalogues for upcoming sales may not be checked-out.

New books are placed on the center table in the reading room on a regular basis. Students are welcome to browse and may reserve books for a two-week loan period.

If you are unable to visit the Ingalls Library, the recent acquisitions are now available to browse online, from the library's **Catalog**. Just click the link to "recent acquisitions."

RESEARCH CONSULTATION

Each art history graduate student is assigned to a member of the reference staff who is able to assist with long-term research needs. Appointments may be scheduled to discuss research methodologies, the use of specific reference sources, problems encountered in research projects, etc.

Answers to short, factual questions should be directed to the reference librarian on duty. The reference desk is staffed at the following times:

Monday, Tuesday, Thursday, Friday 10:00 AM - 5:00 PM

Wednesday 10:00 AM - 7:30 PM (academic year)

SCANNING, PHOTOCOPY, PRINTING

Students are responsible for adhering to all copyright obligations.

Personal flatbed scanners are not allowed in the library. Flash drives are available for purchase in the museum store. Oversize and rare materials as well as items in fragile condition may not be scanned. The scanners are not meant for scanning large quantities of images or text.

The Ingalls Library provides several scanning options for CWRU students.

A book edge scanner is located in the library reference room. Scanning of bound materials is limited to this machine. Instructions are posted. Please ask at the reference or circulation desk if you need assistance.

A flat bed scanner is provided behind the circulation desk for scanning documents, photographs, and slides. This machine is also loaded with Photoshop software to facilitate the creation of course materials. Ask at the circulation desk for assistance.

All scanned materials can be sent via a library OPAC to the black and white printer at the reference desk (2055DN) or the color copier (C250Biz or ColorLib). Cost for printing is 10 cents a page for black and white and \$2 a page for color. Scanning and printing off the glass on the library printer is available for quick copies, but not ideal. Book edge scanning is recommended to preserve the books.

Library staff routinely flag damaged materials unfit for scanning. When in doubt ask for assistance at the reference or circulation desk. Book scanning through the museum's Photographic and Digital Imaging Services department is **ONLY available for items not suitable for the self-serve scanners** (e.g. brittle, rare, oversized) as determined by our scanning policy and by reference staff.

Please print the [Request for Book Scanning](#) form; take the completed form and item(s) for scanning to the Ingalls Library Circulation Desk. (Request for Book Scanning forms are also available at the Circulation Desk and at the Reference Desk.) Items will be checked out to Photographic and Digital Imaging Services and a hold placed on the item in your name.

The library will deliver items to Photographic and Digital Imaging Services for students.

All requests require **TWO WEEKS** to process. Digital files will be sized for PowerPoint and delivered by email. All items will be retrieved from Photographic and Digital Imaging Services by library staff and returned to students upon completion.

A black-and-white/color photocopier is available in the library. Black-and-white photocopies are 10 cents each (8.5 x 11) or 25 cents (11 x 17). Reductions and enlargements are 25 cents.

Color photocopies are \$2 per image. Color print-outs from the reference desk are available for \$ 2.00 per image.

Each photocopier accepts \$1, \$5 and \$10 bills. IOUs are not accepted for photocopying; personal checks are. Magnetic cards are available for purchase at the reference desk. Funds may be added repeatedly to the card to a limit of \$20 each time. When photocopying a large number of pages, please allow those with fewer than five copies to interrupt.

SECURITY BADGES

CWRU ARTH graduate students are issued badges by the museum's Protection Services Department. Students are fingerprinted, photographed and a background check is required. Security badges will not be issued nor will stack access be granted to students with a negative security check. Badges must be worn while you are in the museum. Your badge provides access to the stacks and includes a library barcode for checking out library materials. Students may not follow museum staff into "behind-the-scenes" areas. The first infraction will result in a warning. Subsequent infractions will result in the loss of stack access. Security badges should be picked up and returned to the security reception desk each day. Lost badges

should be reported immediately; there is a \$10.00 replacement charge for lost badges.

STACK ACCESS

CWRU ARTH graduate students are given stack access between the hours of 9:00 AM-4:30 PM, Monday - Friday and until 7:00 PM on Wednesday evenings during the academic year. Stack access is given to non-resident Ph.D. students on a case-by-case basis.

Stack access will not be granted prior to fingerprinting, photograph and background check. Matthew Gengler, Head, Access Services, schedules appointments for fingerprinting and badging by museum security. The following documents are required:

- Valid Driver's License or State I.D.
- Social Security Number
- Current Address
- Completed Paperwork (papers will be provided upon scheduling of appointment)

In addition, all graduate students must attend a library stack orientation session before using the stacks. Coats, bags, food and beverages are not allowed in the library stacks. The first infraction will result in a warning. Subsequent infractions will result in the loss of stack access. Stack access is not transferable.

TELEPHONES

Library phones may be used only to contact CMA staff for course-related business. **As a courtesy to our patrons the use of cellular phones in the library is prohibited.** Cellular phones must be set to "silent" before entering the Ingalls Library.

WIRELESS INTERNET ACCESS

The Cleveland Museum of Art offers its visitors free wireless Internet access in designated locations: Ingalls Library, lower education classroom level, north lobby, and the Provenance Restaurant and Café.

To use the wireless network, CMA visitors must have a laptop computer or other handheld device with a built-in wireless network (WiFi) adapter. No special codes or log-ins are required to access the free networks available at either the museum or Case Western Reserve University.

GUIDE TO THE INGALLS LIBRARY AND MUSEUM ARCHIVES

WHO TO CONTACT FOR:	NAME/DEPARTMENT	MUSEUM EXTENSION (BEGINS 1-216-707-)	MUSEUM EMAIL
Administrative assistance	Liz Berke	2670	eberke@clevelandart.org
ALEPH (library catalog) issues	Reference Desk	2530	reference@clevelandart.org
Apelles	Reference Desk	2530	reference@clevelandart.org
Archives	Leslie Cade	2492	lcade@clevelandart.org
Assignment of shelves	Matthew Gengler	6678	mgengler@clevelandart.org
Billing for lost/missing/damaged materials	Matthew Gengler	6678	mgengler@clevelandart.org
Circulation services	Circulation Desk	2531	circulation@clevelandart.org
Collection Development	Betsy Lantz	2538	blantz@clevelandart.org
Copy/scanning services	Matthew Gengler	6678	mgengler@clevelandart.org
Course reserves	Matthew Gengler	6678	mgengler@clevelandart.org
Image resources	Reference Desk	2530	reference @clevelandart.org
Inventory of materials	Matthew Gengler	6678	mgengler@clevelandart.org
Library instruction in use of resources	Louis Adrean	2533	ladrean@clevelandart.org
Library orientation	Louis Adrean	2533	ladrean@clevelandart.org
Library Seminar Room reservations	Liz Berke	2670	eberke@clevelandart.org
Methodology	Louis Adrean	2533	ladrean@clevelandart.org
Paging materials	Circulation Desk	2531	circulation@clevelandart.org
Policy issues	Betsy Lantz	2538	blantz@clevelandart.org
Problems with swipe cards	Matthew Gengler	6678	mgengler@clevelandart.org
Reference services	Louis Adrean	2533	ladrean@clevelandart.org
Serials	Jane Kirkland	2550	jkirkland@clevelandart.org
Stack access and orientation	Matthew Gengler	6678	mgengler@clevelandart.org

Web Site: library.clevelandart.org

