

CMA/CWRU Joint Program 2019-2020

## Guide to the Ingalls Library and Museum Archives

[library.clevelandart.org](http://library.clevelandart.org)

Reference: 216-707-2530

Circulation: 216-707-2531

Museum Archives: 216-707-2492

**Hours for 2019-2020 Academic Year:**

Monday - Friday 9:00 AM - 4:50 PM

### **CLOSURES**

The Ingalls Library and Museum Archives are closed on:

Labor Day

Monday, September 2

Columbus Day

Monday, October 14

Veteran's Day

Monday, November 11

Thanksgiving Day

Thursday, November 28

Christmas Day

Wednesday, December 25

New Year's Day

Wednesday, January 1

President's Day

Monday, February 17

Memorial Day

Monday, May 27

Independence Day

Monday, July 6

Additionally, when the library and archives has monthly staff meetings (Mondays from approximately 9:15 to 10 am), the Larry Sears and Sally Zlotnick Sears Reading Room will be unavailable. You can use the reference area during that time and you will be able to retrieve any materials from the reading room prior to 9:15 am. The library and archives are closed for monthly CMA town hall meetings and quarterly all-staff meetings.

You will receive an email about any closures.

## **WHAT YOU CAN BRING INTO THE LIBRARY**

- Briefcases and bags, including 12" x 12" x 6" clear bags given to students by the Friends of Art - allowed in public library spaces but not in stacks
- Beverages - allowed with lids in library but not in Archives and Special Collections Reading Room; no food allowed; no empty coffee cups on shelves
- Cellphones - silenced before you enter as a courtesy to patrons; please take calls outside the library in the stairwell
- Coats - can be hung on hooks in the Larry Sears and Sally Zlotnick Sears Reading Room; not allowed in stacks
- Personal computers, but no personal scanners allowed
- Personal papers (notebooks, binders, loose paper, etc.)
- Umbrellas - can be stored by the coatrack near the library and archives restrooms

## **LIBRARY AND ARCHIVES SPACES**

### **ELLEN WADE CHINN LIBRARY SEMINAR ROOM**

This room is available for classes, meetings, etc. To book the room in advance, contact Archives Assistant, Peter Buettner. To use the room spontaneously, confirm that it is free by checking the schedule posted beside the door. Instructions for logging into the museum's network are posted on the placard on the table behind the laptop computer, on the shelf on the teal wall. Technical assistance is available from the Help Desk at 216-707-2555. If you write on the white board, please wipe it down afterwards using the supplies on the shelf on the teal wall.

### **LARRY SEARS AND SALLY ZLOTNICK SEARS READING ROOM**

Students are encouraged to use the reading room for quiet study. Please be respectful of your colleagues and other library patrons. For collaboration, consultation, group study, etc., use the reference area, the Ames Family Atrium, or café.

### **LIBRARY LOUNGE**

New journals, auction sales catalogues, and newspapers are placed in the Library Lounge on a regular basis. Current, unbound journals are housed there and may be read in the lounge or elsewhere in the library.

### **MUSEUM ARCHIVES AND SPECIAL COLLECTIONS READING ROOM**

Unpublished historical records, rare library materials, curatorial object files, and clipping files must be used in this monitored reading room. Staff are always available to assist patrons.

## **CIRCULATION POLICIES**

### **LIBRARY ACCOUNTS**

New patrons must complete an electronic library patron registration form and a policies and terms of use agreement form before receiving an ID and password for accessing electronic

resources and digital images. Each day when you enter the library, sign in at the iPad station at the library's front desk.

## **VISITING SCHOLARS**

Personal contacts of yours who wish to use the library collections should register in accordance with general library access policies. Registration can be done in advance or on site when a patron arrives.

## **NON-CIRCULATING COLLECTION**

**DO NOT REMOVE BOOKS FROM THE LIBRARY OR MUSEUM.** Anyone who removes books from the library or museum will forfeit all library privileges.

## **SHELVING**

**DO NOT RESHELVE LIBRARY MATERIALS OR RETURN MATERIALS TO THE LIBRARY STACKS.** If you are using a reference book briefly in the Larry Sears and Sally Zlotnick Sears Reading Room, you do not need to sign it out, but please return it to the library's front desk.

### **Personal Shelves**

You will be assigned shelves to which books may be signed out for the semester. PhD students receive three shelves and Masters students receive two shelves. You must sign out any books that are on your shelf, and you must return all books to your shelf at the end of each day. If you no longer need a book, please return it to the library's front desk.

Unless advised otherwise, store books vertically with the spine facing outward. Do not cram books onto shelves in a way that weakens or damages them, such as: books stored horizontally on top of a row shelved vertically or books shelved with the spine facing upward. Items from the library's folio collection are delivered to the reading room for consultation and are re-shelved daily unless arrangements are made with the circulation staff for continued use.

If your shelves are untidy, library staff will contact you to request improvements. If an adequate effort is not made, library staff may remove unsafely shelved books.

## **PAGING**

### **Self-check Stations**

To request the delivery of library materials to your shelf, please flag the material and place it on the desk in the stacks. Circulation staff will deliver the materials on the next paging run; paging is offered five times a day. You are encouraged to use the self-check stations located in the library stacks. You must take books immediately to the library circulation desk for processing after check-out, not to the café, galleries, etc. The first infraction will result in a written warning. Subsequent infractions will result in the loss of stack access for the current academic semester. Privileges will

not be automatically reactivated but may resume the following academic semester upon written request to the Director of Ingalls Library, Heather Saunders.

### **COURIER RUNS**

If you need a book that is signed out to CMA staff, you can recall it for use in the Larry Sears and Sally Zlotnick Sears Reading Room. Courier runs are scheduled throughout the week at 11:30 AM to pick up and deliver library materials to CMA offices. Requests will be processed within one week of receipt. All pickups require a completed call slip for each item. Submit a call slip electronically via the library's website. Please do not contact curatorial departments to obtain books or pick them up from curatorial departments.

### **COURSE RESERVES**

Books and journal articles are arranged by course number on the book shelves at the north end of the reference 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 Larry Sears and Sally Zlotnick Sears Reading Room or reference area 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.

### **INTERLIBRARY LOAN**

All interlibrary loans for students are processed 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 50 million library items statewide, including full-text journal articles.

### **LOST OR MISSING BOOKS**

Library shelves are inventoried once a semester. If you have missing books, you will be responsible for the replacement cost. A tally of books missing from student and faculty shelves will be emailed to the Chair of the ARTH Department prior to the end of each semester.

### **RECENT ACQUISITIONS**

New books are placed in the Reference area on a weekly basis and can be checked out. Unbound journals and auction sales catalogues for upcoming sales cannot be checked out but they can be placed on hold.

### **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. Rare materials are paged daily on regular circulation runs at the following times: 9:30 AM, 11:00 AM, 12:30 PM, 2:00 PM and 3:30 PM, Monday - Friday. Rare books must be returned each day to the library's front desk at least 30 minutes prior to closing. Scanning and photocopying from rare books is not permitted.

Specific guidelines for studying rare or archival materials are posted at:

[clevelandart.org/visit/library/visiting-and-using/handling-rare-and-archives-collection-materials](http://clevelandart.org/visit/library/visiting-and-using/handling-rare-and-archives-collection-materials)

If you want to use rare collection materials during a course, contact Amy Crist, Associate Book and Paper Conservator. Permission will be granted on a case by case basis, with consideration made to: how often the item has been used for similar purposes, the size of the class, the availability of proper supports (wedges, weights, easels), and how the item is intended to be used during the class (requires handling by many people, needs to be accessed for more than one day, etc.).

## **STACKS**

Your badge provides access to the stacks from 9:00 AM - 4:30 PM Monday - Friday (once you have had an orientation), and includes a barcode for checking out library materials.

Do not bring food, beverages, coats, or bags into the stacks. The first infraction will result in a warning. Subsequent infractions will result in the loss of stack access for the current academic semester.

## **PREVENTIVE CARE OF LIBRARY MATERIALS**

Please be good stewards of our collections. Handle books carefully and shelve them properly. **NEVER place “Post-It” notes on library materials.**

Unnecessary wear and damage is wasteful and diverts staff and resources away from developing the collection and dealing with other books in need of repair.

Please report any damage, new or existing, to a library staff member immediately upon detection, especially if the damage involves moisture and/or books with clay coated pages.

If you request a damaged item, you may or may not be granted access. If you are not able to use the item in its current condition, every attempt will be made to fix the book as soon as possible.

## **MUSEUM ARCHIVES**

The museum archives document 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 archives and special collections reading room is available for those using archival materials, rare books, folios, and clipping files.

**Archives stacks are closed to the public.** Archival materials are paged by circulation staff as requested. Specific guidelines for studying rare and archival materials are posted on the library website: [clevelandart.org/visit/library/visiting-and-using/handling-rare-and-archives-collection-materials](http://clevelandart.org/visit/library/visiting-and-using/handling-rare-and-archives-collection-materials)

Faculty or students wishing to use materials from the archives during a course must contact Leslie Cade, Director of Museum Archives. Permission will be granted on a case by case basis, with consideration made to: confidentiality of the records, how often the item has been used for similar purposes, the size of the class, the availability of proper supports (wedges, weights, easels), and how the item is intended to be used during the class (requires handling by many people, needs to be accessed for more than one day, etc.).

### **RESEARCH CONSULTATION**

Each graduate student is assigned a library liaison. Appointments may be scheduled to discuss long-term research needs, the use of specific reference sources, problems encountered in research projects, etc.

Brief, factual questions should be directed to the reference staff on duty at the library's front desk from 10:00 AM - 4:45 PM, Tuesday - Friday. Reference staff are at the left side by the computer monitor. Reference staff are on call on Mondays.

### **TECHNOLOGY**

In the library, you will find:

\*A book edge scanner - for scanning documents and photographs.

\*A black and white/color photocopier - Free to ARTH faculty and graduate students. Use only for photocopying, and use the book edge scanner for scanning books. When photocopying a large number of pages, please allow those with fewer than five copies to interrupt.

To protect materials, don't scan oversize/ rare materials.

All scanned materials can be sent via a library OPAC to the black and white printer at the library's front desk (HL-6180DW) or the color copier (C250Biz or ColorLib).

You are responsible for adhering to copyright law (<https://www.copyright.gov/title17/>).

### **Wireless**

Username: cmawireless

Password: cma11150

### **PERSONAL BELONGINGS AT THE CMA**

You are permitted to bring backpacks, which are usually disallowed, into the Recital/Lecture Halls for classes only. Every student must do the following:

- Show your student ID

- Show the contents of each bag upon entering/leaving to Protection Services staff.
- Remember that backpacks are never allowed in the galleries. If you have a backpack, you must exit using the North Lobby or Education Corridor.

Briefcases, bags, and umbrellas can also be stored in the museum's north lobby coat check after 10 am. The museum does not assume responsibility for personal belongings left in unattended spaces.

## **ENTERING AND EXITING THE CMA**

### **SECURITY BADGES**

You will be issued badges by the museum's Protection Services. To receive a badge, you must be fingerprinted and photographed, and have a background check. Security badges will not be issued nor will stack access be granted to students with a negative security check. Bring the following to your badging appointment:

- Valid Driver's License or State ID
- Social Security number
- Current address
- Completed paperwork (papers will be provided upon scheduling of appointment)

You must wear your badge while you are in the museum and return it at the end of each day at the Security Reception Desk. Protection Services staff may ask to see your badge at any time. You must restrict use to the access granted and adhere to all rules and policies of the CMA. You may not follow museum staff into restricted areas or allow others into areas to which you have access, like the stacks. The first infraction will result in a warning. Subsequent infractions will result in the loss of stack access for the current academic semester. Pick up and return your badge at the Security Reception Desk each day. If you lose your badge, report it immediately to Protection Services; there is a \$10 replacement charge.

**On Mondays when the museum is closed to the public**, enter the building through the service entrance accessible via the parking garage on floor 2P. Buzz for entry, stop at the Security Reception Desk, and allow Security to check your name off their list. You will need to sign in and retrieve your badge for use within the building.

**When leaving**, sign out, return your badge to the Security Reception Desk, and show your bag to Protection Services staff.

### **PARKING and BUILDING ACCESS**

Parking privileges are different depending on your status:

**CMA interns and fellows** (i.e., those of you with a CMA ID badge and email account) are eligible to park in the CMA's parking deck for free using your CMA ID badge. ID

badges also provide access to the 4<sup>th</sup> floor, which houses all curatorial files. However, access to those files must be organized through your internship supervisor.

**All other CMA-CWRU joint-program graduate students** are only eligible to park at the membership rate on Mondays. Tuesday - Sunday, students without internships are ineligible for parking discounts. Students without internships will not have elevator access to the 4<sup>th</sup> floor. To arrange to see a curatorial file, contact Louis Adrean, Head, Research and Programs.

To get your Monday parking discount:

1. Show your membership ID card to Protections Services staff at the Security Reception Desk to receive a parking voucher.
2. When leaving, insert the voucher into the ticket machine before inserting your credit card. The voucher will register the discounted rate.

Note: There is metered parking available on East Boulevard.



## CMA STAFF

| WHO TO CONTACT FOR:                            | NAME/DEPARTMENT          | MUSEUM EXTENSION (BEGINS WITH 216-707-....) | EMAIL                        |
|--|--------------------------|---|------------------------------|
| Administrative assistance                      | Heather Saunders         | 2538  | hsaunders@clevelandart.org   |
| Archives (including policies)                  | Leslie Cade              | 2492  | lcade@clevelandart.org       |
| Athena   | Library Information Desk | 2530  | reference@clevelandart.org   |
| Badge issues                                   | Matthew Gengler          | 6678  | mgengler@clevelandart.org    |
| Book care/Rare books                           | Amy Crist                | 6684  | acrist@clevelandart.org      |
| Catalog issues                                 | Library Information Desk | 2530  | reference@clevelandart.org   |
| Circulation services                           | Library Information Desk | 2531  | circulation@clevelandart.org |
| Collection development                         | Anne Trenholme           | 2557  | atrenholme@clevelandart.org  |
| Copy/scanning                                  | Matthew Gengler          | 6678  | mgengler@clevelandart.org    |
| Course reserves                                | Matthew Gengler          | 6678  | mgengler@clevelandart.org    |
| Ellen Wade Chinn Seminar Room reservations     | Peter Buettner           | 2661  | pbuettner@clevelandart.org   |
| Image use rights/publishing                    | Beth Owens               | 2532  | bowens@cleelandart.org       |
| Internships/fellowships and tour opportunities | Key Jo Lee               | 2472  | klee@clevelandart.org        |
| Inventory of collection                        | Matthew Gengler          | 6678  | mgengler@clevelandart.org    |
| Library instruction and orientation            | Louis Adrean             | 2533  | ladrean@clevelandart.org     |
| Lost, missing or damaged materials             | Matthew Gengler          | 6678  | mgengler@clevelandart.org    |
| Methodology class                              | Louis Adrean             | 2533  | ladrean@clevelandart.org     |
| Paging of collection                           | Library Information Desk | 2531  | circulation@clevelandart.org |
| Policy issues (library)                        | Heather Saunders         | 2538  | hsaunders@clevelandart.org   |
| Research consultation                          | Louis Adrean             | 2533  | ladrean@clevelandart.org     |
| Serials  | Jason Shafer             | 2550  | jshafer@clevelandart.org     |
| Shelving assignments                           | Matthew Gengler          | 6678  | mgengler@clevelandart.org    |
| Stack access and orientation                   | Matthew Gengler          | 6678  | mgengler@clevelandart.org    |

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Instagram (ingallslibrary)