



Special collections and archival research Application Form

The information you provide will give us an understanding of your background, research experience, goals, and interests in order to help us better serve you.

All information will be treated as confidential, and will not be distributed or sold to outside companies or organizations.

Full Name _____

Address _____

City _____ State _____ Zip _____

Your affiliation, organization, or institution

Job title and/or academic background

What is the goal or purpose of your research?

Book ___

Scholarly article or conference paper ___

Doctoral dissertation ___

Master's thesis ___

Undergraduate or graduate course paper ___

High school project ___

Personal interest ___

Other (please specify) _____

If you already know which collection/Artists/ you are interested in, please list them here:

Please provide a description of your research project, including an overview of its general scope as well as the specifics of how you believe our archival materials could be of assistance.

Reproduction Policy: You are allowed to reproduce archival material for personal documentation use. For any none-commercial publication of these photos, please ask to fill the reproduction authorization form.

I agree that upon my arrival I will present a photo ID and abide by the Sursock Museum regulations.

Signature _____

Date _____



Reading Room Policies

Our collections include many rare and fragile materials. The Libraries ask that you abide by a few general rules, listed below, to help ensure that our books are available for future use.

Our Library is accessible to all public, and open from Monday to Saturday, from 1pm to 6pm. On Thursday: late opening 1pm - 9pm Closed on Tuesdays.

All reading materials are for consultation only. Materials do not circulate outside the Reading Room.

General Policies

- Coats, jackets, and umbrellas must be checked at the Museum coat-check facilities prior to entering the Library;
- Bags and backpacks larger than 45 x 36 x 20 cm should be checked in at the coat-check facilities. We ask visitors not to carry bags on their backs in the galleries nor in the Library;
- All briefcases, bags and satchels can be inspected by the librarian when leaving the Library;
- No food or drink is allowed inside the Library;
- Please turn off or silence your cell phone while entering the Library;
- Tracing from or writing on library materials is not permitted;
- Do not write on books, mark pages, or use Post-Its on library materials.
- Laptops may be used in the Reading Room. Please ask our librarian to access internet;
- Computers are put at the public's disposal to research our list of publications and have access to our digital archives. Kindly ask our librarian to help you with your research;
- When you end consulting books, please put them on the trolley. Our librarian will put them back on their shelves, in order to facilitate the process and avoid displacements of the books.

Photography Policies

- The use of personal scanners is not allowed in the Library;
- The use of professional photography equipment, including tripods, lighting equipment, and copy stands, is not permitted in the Library;
- Digital photography is permitted, but please turn off the camera's flash;

- Archival materials may not be photographed without consulting the Librarian and completing the Permission to Photograph Archival Collections form (available at the Reference Desk).
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Requesting Materials

Please make sure you consult our catalog on our computers and do not hesitate to ask our librarian assistance.

- After locating records in our catalog, fill out a separate form for each item desired. Blank forms are located at the librarian's desk;

No more than five items may be requested from the stacks at a time.

Special collections and archive consulting regulations:

- Special collections and archival materials are available to all museum visitors;
- Review our catalog and ask our librarian assistance to identify what precisely you would like to view;
- To page archival material, use the appropriate form supplied by the reference librarian. This form can be filled and sent by email to the librarian: Rowina Bou-Harb, rowina.bouharb@sursock.museum;
- A maximum of five items (boxes and/or portfolios) can be asked at any one time. The researcher may use only one archival box or portfolio at a time. The Archivist and the Head of Collections who are ensuring the preservation of the Museum's archives and collections will review and permit all requests.
- Special collections and archival materials must be viewed at the Special Collections table. The librarian will supervise the handling of archival collections. Wearing gloves may be requested, as well as the use of pencils only. Use of pens, ink, markers and erasable ink is not permitted. If no pencil is in your possession, the Librarian will give you the adequate material to pursue your work among the archives and special collections.
- The researcher is expected to preserve the existing arrangement of the material within folders and boxes. If anything appears to be misfiled, the researcher should not attempt to move it, but call it to the attention of the archivist/librarian.