

# **REFERENCE USE GUIDELINES FOR FELLOWS AND READERS**



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**IMAGE COLLECTIONS & FIELDWORK ARCHIVES  
DUMBARTON OAKS RESEARCH LIBRARY AND COLLECTION  
TRUSTEES OF HARVARD UNIVERSITY  
WASHINGTON, D.C.**

## CONTACT INFORMATION

**Byzantine and Garden & Landscape Photographs and Fieldwork Archives**, please contact ICFA staff at [icfa@doaks.org](mailto:icfa@doaks.org) or 202-339-6972.

**Pre-Columbian Photographs and Fieldwork Archives**, please contact Juan Antonio Murro, Assistant Curator for the Pre-Columbian Collection, at [pre-columbian@doaks.org](mailto:pre-columbian@doaks.org) or 202-339-6442.

For more information or resources such as finding aids, please visit ICFA's website at <http://www.doaks.org/library/icfa.html>.

**Location:** ICFA is located on the 2<sup>nd</sup> floor of the Research Library.

**ICFA Hours:**

9am to 12pm and 1pm to 5pm

ICFA is closed for lunch from 12pm to 1pm

**Mailing Address:**

Image Collections and Fieldwork Archives  
Dumbarton Oaks Research Library and Collection  
1703 32<sup>nd</sup> Street, NW  
Washington, DC 20007



# REFERENCE USE GUIDELINES AT ICFA

## ACCESS POLICY

- All Dumbarton Oaks staff, fellows, and readers are welcome to use the archival and photographic collections at the Image Collections & Fieldwork Archives for research and publication purposes.
- Please make an appointment with an ICFA staff to use the materials in the reading room. When scheduling an appointment, please indicate your research interest(s) and the purpose of your research (e.g., is it for research or publication?).
- Readers must obtain a valid Reader's badge from the Dumbarton Oaks Research Library. For more information, *check* this link: [http://www.doaks.org/library/access\\_info.html](http://www.doaks.org/library/access_info.html).



# REFERENCE USE GUIDELINES AT ICFA

## RESEARCH INTEREST(S)

To help us better guide you with your research needs, please provide the following information before setting up a reading room appointment at ICFA:

- What is the medium (architecture, sculpture, wall painting, epigraphy, etc.)?
- What is the name of the site, building or object?
- What is the country?
- What is the city?

**Note:** Provide any alternative names, if applicable.

*For archival collections, please review the finding aids (if available) and provide ICFA staff with the following information...*

- Which collection?
- What dates?
- Sites or persons of interest?



## REFERENCE USE GUIDELINES AT ICFA

When you arrive in the ICFA reading room, all Fellows and Readers will be required to fill out two forms:

1. **Sign-in form:** date, name, affiliation, and collection used
2. **Registration form:** name, contact information (e.g., address, phone number, email), reading room rules agreement, and agreement to share your research topic with other scholars.

### **Note:**

- ICFA staff uses these forms to record the collections used by scholars during their visits.
- If you have visited within the last month, you do not need to fill out the Registration form.



# REFERENCE USE GUIDELINES AT ICFA

## NOTES , SPECIAL EQUIPMENT, AND RELATED MATERIALS

ALLOWED	NOT ALLOWED
<ul style="list-style-type: none"><li>•Pencils and mechanical pencils</li><li>•Notepads, notebooks</li><li>•Personal computers</li><li>•External hard drive, USB sticks, CDs/DVDs</li><li>•Digital cameras - <i>For research or scholarly use only, at the discretion of ICFA staff depending on the condition of the materials to be photographed</i></li></ul>	<ul style="list-style-type: none"><li>•Pens, markers, highlighters, post-its</li><li>•Envelopes, binders, folders</li><li>•Items unrelated to your research at ICFA, such as books, magazines, and newspapers</li><li>•Mobile phones</li></ul>

## PEOPLE, FOOD, DRINK, CLOTHING, AND APPAREL:

ALLOWED	NOT ALLOWED
<ul style="list-style-type: none"><li>•All persons with a valid Reader's badge</li><li>•Wallets</li></ul>	<ul style="list-style-type: none"><li>•Guests are not allowed. Exceptions can be made at the discretion of the staff.</li><li>•Food, candy, and drink (including water). Water fountains are available on every floor of the Library.</li><li>•Large purses, briefcases, backpacks, boxes, equipment bags, or other large containers of any kind. You must leave personal belongings in free, secure lockers, located on the 4<sup>th</sup> Floor of the Research Library next to the security desk.</li></ul>



# REFERENCE USE GUIDELINES AT ICFA

## DURING RESEARCH

- Fellows and Readers cannot browse the shelves and are not allowed behind the stacks. ICFA staff will pull requested boxes, as necessary.
- The reading room is a quiet study area, please do not use your mobile phones inside the study area.
- Wash your hands before and after handling archival materials. Avoid touching any non-archival materials with your bare hands or gloves (e.g., face and hair).
- Do not touch the surface of the photograph, negative, or slide. Wear gloves and handle photographic materials by their edges.
- Please use a pencil or mechanical pencil when taking notes. No pens are allowed in the reading room.
- Do not use archival items as a surface to lean on while writing.
- Archival materials should stay flat on the table at all times. Do not bend or fold any of the archival materials.

### **Most Importantly:**

- When retrieving a single item from a folder, first, remove the folder from the box and replace it with a placeholder (such as an out-card). Then, remove the item from the folder. Do not extract the item from the folder while it is still in the box.
- Place an out-card each time you remove a folder or an item from its location and provide a detailed location and content description for the folder or item being removed.
- Materials should not be left unattended. If you need to leave the reading room, please notify ICFA staff and indicate the estimated time of your return. Materials may be held for your use on a subsequent day.
- Archival items must be kept in the same order in which they are given to you. If folders in a box or pages in a folder appear to be out of order, do not rearrange the records yourself. Alert the staff instead.



# REFERENCE USE GUIDELINES AT ICFA

## REPRODUCTION OF TEXTS

- A copy machine is available in ICFA for photocopying documents. ICFA staff must do the photocopying, not the Fellow or Reader.
- The charge is 10¢ per page. A Photocopy Order Form and a Photocopy Marker will be provided.

### **Note:**

- For large orders (more than 20 pages) or requests made after 3:45 pm, Readers and Fellows must pick-up their requests the next business day or on a day agreed between the researcher and staff. *This rule applies to reproduction of images as well.*



# REFERENCE USE GUIDELINES AT ICFA

## REPRODUCTION OF IMAGES

If your research is for *scholarly or study purposes only* and you would like a copy of the photograph(s) or text, then we will scan the item at low resolution in JPEG format only.

However, if your research is for *publication or commercial use* and you would like a copy of the photograph(s) or text(s), then we will scan the item in TIFF format at high resolution.

The scanning fees are as follows:

**\$10** for images that have already been scanned or digitized.

**\$20** for images that have not been scanned or digitized.

Please indicate your preferred delivery method to ICFA staff:

- Save to your USB drive or external hard drive
- Email to your email address
- Link to an FTP site for downloading
- Copy to CD/DVD (additional charge of \$5.00 will apply)



# REFERENCE USE GUIDELINES AT ICFA

## REPRODUCTION OF TEXTS or IMAGES - PAYMENT INSTRUCTIONS

- Fill-in the Photocopy or Photo Order form provided by ICFA staff.
- For Photo Orders, you must provide publication information and sign the form. The Manager of ICFA will review the completed Photo Order form and provide you with a counter-signed copy for your records.

### **For payment by check:**

- The Reader should send a check payable to *Dumbarton Oaks* to:

Attn: Image Collections & Fieldwork Archives  
Dumbarton Oaks Research Library and Collection  
1703 32<sup>nd</sup> Street, NW  
Washington, D.C. 20007

### **For a credit card payment:**

- Call Helen Hubbard-Davis in the Finance Department at 202-339-6424. Once ICFA staff receives confirmation of your payment from the Finance, the image will be delivered to you.
- You may also fax your credit card information to Helen Hubbard-Davis at 202-339-6426.
- Do not transmit any sensitive financial information by email or voicemail. **Phone or fax only.**

\*Cash payment is allowed.



**THANK YOU FOR YOUR COOPERATION**



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