

ICFA REFERENCE AND READING ROOM GUIDELINES



Prepared by ICFA Staff

May 2011

Updated October 2013

**IMAGE COLLECTIONS AND FIELDWORK ARCHIVES (ICFA)
DUMBARTON OAKS RESEARCH LIBRARY AND COLLECTION
TRUSTEES FOR HARVARD UNIVERSITY
WASHINGTON, D.C.**

COLLECTION INFORMATION:

Browse ICFA's collections and consult our finding aids by visiting ICFA's website at <http://www.doaks.org/library-archives/icfa>.

CONTACT INFORMATION:

- For the **Byzantine** and **Garden and Landscape** Photographs and Fieldwork Archives, and the Christopher Donnan Moche Archive, please contact ICFA staff at icfa@doaks.org or 202-339-6972.
- For the **Pre-Columbian** Photographs and Fieldwork Archives, please contact Juan Antonio Murro, Assistant Curator for the Pre-Columbian Collection, at pre-columbian@doaks.org or 202-339-6442.

LOCATION:

ICFA is located on the 2nd floor of the Dumbarton Oaks Research Library.

HOURS:

9 AM to 12 PM and 1 PM to 5 PM. ICFA is closed for lunch from 12 PM to 1 PM.

MAILING ADDRESS:

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



ACCESS POLICY

- Researchers, including Dumbarton Oaks Staff, Fellows, and Readers, are welcome to use the archival and photographic collections in ICFA for research and study. Guests are not permitted.
- **Access to ICFA is by appointment only.** To request an appointment, submit a request via the online appointment request form: <http://www.doaks.org/library-archives/icfa/icfa-appointment-request-form>.
- When scheduling an appointment to consult materials in the ICFA reading room, please use the fields provided in the online form indicate the collections you wish to consult, as well as purpose and subject of your research.
- After submitting your form, an ICFA staff member will contact you to confirm the time and date of your appointment. As a courtesy, please notify ICFA staff in advance if your arrival will be significantly delayed or you are unable to make your scheduled appointment.

PLEASE NOTE: If you need to consult the general library collections in addition to ICFA, you must obtain a valid Reader's badge from the Dumbarton Oaks Research Library. For more information see: <http://www.doaks.org/library-archives/library/access-info>.



BEFORE YOUR APPOINTMENT IN ICFA...

Consult our finding aids online to request specific collections, boxes, or images:

- Photographs - <http://www.doaks.org/library-archives/icfa/byzantine-collections/photograph-collections>
- Archival Collections - <http://www.doaks.org/library-archives/icfa/byzantine-collections/archival-collections>

To help us better serve your research needs, please provide detailed information in the online appointment request form about your research topic when requesting an appointment in ICFA:

- Which collection(s)?
- Dates? Time periods?
- Sites, subjects, or persons of interest?
- Medium (e.g., architecture, sculpture, wall painting, epigraphy, etc.)?
- Name/title of the site, building, object, or work of art?
- Location (e.g., country, city, etc.)?

Note: Provide any alternative names, if applicable.



BEFORE YOU ARRIVE...

Please make note of what you may bring and may *not* bring to the ICFA Reading Room:

ALLOWED in the ICFA Reading Room

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| <ul style="list-style-type: none">• Pencils and mechanical pencils• Notepads, notebooks, index cards• Personal computers• Storage media: External hard drives, USB drives, CDs/DVDs, etc. | <ul style="list-style-type: none">• Wallets• Digital cameras - <i>May be used for research or study purposes only and at the discretion of ICFA staff depending on the condition of the materials to be photographed. ICFA staff may also ask readers to provide ICFA copies of the digital photos they take of archival materials. Mobile phones may be used as cameras, but the ringers must be turned off.</i> |
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NOT ALLOWED in the ICFA Reading Room

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| <ul style="list-style-type: none">• Pens, markers, highlighters• Post-its• Envelopes, binders, folders• Items unrelated to your research in ICFA, e.g. books, magazines, and newspapers | <ul style="list-style-type: none">• Food, candy, and drinks (including water) - <i>Water fountains are available on every floor of the Library.</i>• Bags, purses, briefcases, backpacks, boxes, or other large containers of any kind - <i>You must leave these personal belongings in lockers behind the security desk.</i>• Mobile phones - <i>ICFA is a quiet study area and mobile phones may not be used other than as digital cameras.</i>• Guests |
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WHEN YOU ARRIVE...

- Fellows, Staff, and Readers with a valid Reader's badge may proceed to the 2nd floor of the Library.
- For all other researchers, you need to be issued a Visitor's badge. When you arrive at the Library, please tell the guard at the security desk that you have an appointment in ICFA and the guard will dial the appropriate extension.
 - An ICFA staff member will meet you at the security desk to sign you in with a Visitor's badge and escort you to the ICFA Reading Room. As a Visitor, you will need to be accompanied at all times by an ICFA staff member.
 - You must leave all personal belongings not allowed in the ICFA Reading Room – including any bags, purses, briefcases, backpacks, etc. – in the free, secure lockers located behind the security desk. You may request a clear plastic bag from the guard to carry approved items to the ICFA Reading Room. For a list of approved items, see the list on the previous slide.
- Upon arrival in the ICFA Reading Room, all researchers will be required to fill out two forms:
 - **Sign-in form:** date, name, affiliation, and collection used
 - **Registration form:** name, contact information (e.g. address, phone number, email), research topic, and reading room rules agreement.
- ICFA staff uses these forms to record the collections used by researchers during their visits. If you have visited within the last month, you do not need to fill out the Registration form.
- Please note that ICFA is closed for lunch from 12 PM to 1 PM. If you plan to return in the afternoon, please notify an ICFA staff member to coordinate your schedule after the lunch break.



ICFA REFERENCE AND READING ROOM RULES

1. The ICFA Reading Room is a quiet study area. Mobile phones may not be used other than as digital cameras. Readers using their phones as cameras must turn their ringer off.
2. Food and drink are not allowed in the ICFA Reading Room. Please make sure your hands are clean before handling the archival materials.
3. Archival collections and audio-visual materials may only be consulted in the Reading Room under supervision of ICFA staff. No material in the archives may be removed from the area.
4. Researchers may not browse the shelves. Only ICFA staff are allowed to retrieve materials.
5. When handling archival and photographic materials, do **NOT** bend, mark, touch, or otherwise damage documents or photographs in any way. Archival materials should remain flat on the table at all times. Wear gloves and always handle photographs or negatives by their edges – do not touch the image surface. Do **NOT** remove items from Mylar sleeves or folders – they have been encapsulated for preservation purposes. If assistance is needed in viewing oversize or fragile collection items, please ask ICFA staff.
6. The following materials may be used in the Reading Room: pencil and paper, index cards, notepads, notebooks, laptop computers, external or USB drives, and digital cameras. The following items are **NOT** allowed in the Reading Room: pens, markers, highlighters, post-its, envelopes, binders, folders, mobile phones, and materials unrelated to your research.
7. Keep all material in the order in which it was received - do **NOT** rearrange items. Use out-cards to mark an item's place when removing from folders or boxes. Complete each out-card with detailed content descriptions and location information to facilitate proper re-filing.
8. When archival items are in need of preservation, alert ICFA staff immediately. Do not attempt to repair any items.
9. 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 and will be re-filed within one month.
10. Readers may photograph materials for study purposes under ICFA staff supervision free of charge. They may also elect to make use of ICFA's photocopying, scanning, or digital photography services. For these services, whether for study purposes or publication, reproduction fees may apply (see below).
11. It is the responsibility of the researcher to obtain copyright clearance to publish or otherwise reproduce or distribute archival material. Whenever possible, ICFA will provide the contact information of copyright holders.
12. When citing or publishing material from ICFA, our preferred citation is: *[Collection title], [Identifier number], Image Collections and Fieldwork Archives, Dumbarton Oaks, Trustees for Harvard University, Washington, D.C.*



ICFA SERVICES

REPRODUCTION FOR STUDY PURPOSES

If you would like a copy of a photograph or document *for study purposes only*...

SELF-SERVICE DIGITAL PHOTOGRAPHY

- A copy stand available for photographing archival materials for study purposes. Researchers may use their own digital cameras or borrow ICFA's camera for this purpose.
- Only ICFA staff may handle archival materials and they will supervise researchers while they photograph items. ICFA reserves the right to approve photography depending on the condition of the materials.
- There is **no charge** for researchers to photograph archival materials for study purposes.
- ICFA staff may request that researchers provide ICFA will copies of the digital photographs they take of archival materials.

ADDITIONAL SERVICES PROVIDED BY ICFA

- Researchers may also request that ICFA staff scan, photograph, or photocopy archival materials.
- There is **no fee for requests up to 25 items** (images or pages). However, turnaround time for orders will depend on staff availability and the existing queue of digitization requests.
- For larger orders, additional charges may apply at the discretion of ICFA staff, depending on the quantity of images and the complexity of the request. ICFA reserves the right to assess a \$50 per hour fee. If the fee applies, ICFA staff will provide you with an estimate prior to processing your request.
- For scanning and digital photography requests, images will be delivered as low resolution JPEGs.
- For photocopying requests, only ICFA staff may photocopy archival materials, not the researcher. Researchers will be provided with Photocopy markers to indicate which pages you would like to be photocopied. The charge for photocopying is **\$0.10 per page**.



ICFA SERVICES

REPRODUCTION FOR PUBLICATION - POLICIES AND FEES

If you would like to request an image of a document or photograph for *use in a publication*...

- Please fill out an Image Request Form: <http://www.doaks.org/about/photographic-services/online-image-request-form>. Make sure to provide publication information and a detailed description of the image you are requesting, including any negative or accession numbers, if known. If you found the image in a publication, please supply citation information and figure/plate numbers to facilitate your request.
- ICFA staff will review your request and determine whether we are able to grant permission for publication. Please note that Dumbarton Oaks does not own copyright for all of the images in our collections.
- If we are able to provide permission, ICFA staff will scan the item at high resolution in TIFF format.
- We do not charge use or permission fees for scholarly, educational, or non-commercial publications. However, for ICFA staff to produce a publication-quality image:
 - There is a **\$20 charge** for items that have *not* yet been scanned or digitized.
 - There is **no charge (\$0)** for items that have *already* been scanned or digitized.
- ICFA reserves the right to assess a \$50 per hour fee for requests that require extensive research or a significant amount of staff time due to the volume of the order. If the fee applies, ICFA staff will provide you with an estimate prior to processing your request.



ICFA SERVICES

REPRODUCTION FOR PUBLICATION - PAYMENT AND DELIVERY

- ICFA staff will send you a copy of the Image Request Form that itemizes the fees (if any) that apply to your request. Fill out both pages of the form, including your contact information and publication information.
- Please indicate your preferred delivery method:
 - Link to an FTP site for downloading
 - Save to your USB drive or external hard drive
 - Copy to CD/DVD (additional shipping charge of \$5.00 will apply)
- Sign and date the form. Then, return the form to ICFA, whether by mail, fax (202-625-0279), or email (icfa@doaks.org). ICFA staff will provide you with a counter-signed copy for your records.
- Images will be delivered upon receipt of payment:
 - **By check:** Send a check payable to Dumbarton Oaks in US dollars (\$) to:
Image Collections and Fieldwork Archives
Dumbarton Oaks Research Library and Collection
1703 32nd Street, NW
Washington, D.C. 20007
 - **By credit card:** To initiate payment, call Helen Hubbard-Davis in the Finance Department at 202-339-6424. You may also fax your credit card information to Helen at 202-339-6426. Please do not transmit any sensitive financial information by email or voicemail - *phone or fax only*.

