I. Accessing archival materials

To examine archival materials in the Special Collections Reading Room please complete the Archival Materials Request Form and email it to jfabc@saic.edu at least 48 hrs prior to your visit. We try to accommodate all researchers, but may need to arrange an alternate time for your visit or clarify details of your request with you.

Note: This form is not necessary for use of the Joan Flasch Artists' Book Collection.

II. Copying materials in Special Collections

A. Photocopying and scanning

Self-service photocopying or scanning is not allowed in Special Collections. Limited reproduction services are provided by the library staff. Large or complex orders cannot be fulfilled. Some collection items cannot be photocopied or scanned. The suitability of requested material for scanning or photocopying is determined by library staff on a case-by-case basis, with consideration given to the condition of material as well as to any legal or ethical constraints.

Please complete the Photocopying or Scanning Request Form and pay the appropriate fees in advance. Allow 5 business days for requests to be completed. Allow additional time for hard copies posted in the mail to arrive.

B. Use of digital cameras

You must check with staff in advance. Limited use of a digital camera in the Special Collections Reading Room, purely as an aid to personal research, may be allowed and is subject to approval. Photography for
reproduction, publication, or other purposes is not allowed in the Reading Room.

Camera use can only take place at times and under circumstances that do not disturb other visitors in the Reading Room. Please note that some material cannot be photographed. You may not stand on Reading Room chairs or tables, or place collection items on the floor in order to obtain a better photograph. Staff may revoke permission to photograph at their discretion.

NOT ALLOWED: flash photography, lights, tripods, personal scanners, etc.

C. Photographic services

Limited photographic services are provided by the library staff. Large or complex orders cannot be fulfilled. Some collection items cannot be photographed. Our ability to photograph the requested material is determined by library staff on a case-by-case basis, with consideration given to the condition of material as well as to any legal or ethical constraints.

Please complete the Request for Photographic Reproduction Form and pay the appropriate fees in advance. Allow __ business days for requests to be completed. Allow additional time for hard copies posted in the mail to arrive.

III. Publishing

To publish images or quotations from material held in the Flaxman Library Special Collections, you must request special permission from the library as well as the appropriate copyright holders. Please contact the Head of Special Collections, Doro Boehme (aboehm@saic.edu) to discuss your project.