

Rules and Procedures

The Archives and Special Collections at the Center for Curatorial Studies (CCS) at Bard College contain rare and unique collections in selected areas of contemporary art and visual culture. These holdings include archives, manuscripts, rare books, prints, photographs, artists' books, multiples, and audiovisual materials. CCS Library and Archives staff are responsible for safeguarding and preserving the collections we hold for posterity. Please observe the following rules and procedures to better enable us to carry out our mission:

- Appointments are necessary to consult materials from the CCS Archives and Special Collections.
- All researchers are required to sign in with CCS Security at the reception desk in the front lobby when they arrive in the building where they will be given an access badge for their visit.
- Coats, hats, bags, briefcases, and other personal property must be stored in the lockers in the CCS coatroom.
- To protect collection materials, food, and beverages are not permitted in the Archives & Special Collections Reading Room.
- Laptops are permitted. Laptop cases must be stored in lockers.
- A pad of paper and pencil will be provided. No ink, highlighters, or other markers are permitted.
- In order for you to consult collection materials proper identification and registration are required.
- Once inside the reading room, and as part of your initial visit, you will be asked to complete the Reader's Application form and to provide proper identification. By signing the form you acknowledge that you have read and understand the rules and procedures outlined below.
- For subsequent appointments, please present your ID and sign in. If you intend to begin work on a new research topic, we request that you complete a new Reader's Application.

Requesting and consulting materials from the CCS Archives:

You will be asked to complete a Manuscript Request form for the materials you wish to consult. Please observe the regulations about careful handling of collection materials. Many of the items in the CCS Archives are more fragile than they appear and must be handled with care. Manuscripts may only be consulted at one of the reading room tables and must be laid flat on the surface of the table. The order of the items within folders and binders must be maintained. Materials may not be removed from protective enclosures without Reading Room staff permission. Do not lean on, write on, fold, or trace over materials. Never mark any items, dog-ear the corners, or apply Post-it notes to the pages. You are personally responsible for the materials issued to you to consult. These materials may not be transferred to another researcher and must be returned to Reading Room staff when you leave.

Requesting and consulting materials from Special Collections:

You will be asked to complete a call slip for each of the items you wish to consult. Book supports will be provided for fragile items. All collection materials must be kept flat on the reading room tables, or book supports, if they have been provided. If items require special handling, Reading Room staff will give specific instructions. Uncut pages and other irregularities should be reported to Reading Room staff.

Photoduplication of CCS Bard Archives or Special Collections Materials:

Patrons are not permitted to photocopy or scan materials; only CCS staff is authorized to do so to the extent permitted by law. The CCS Archives & Special Collections does support limited use of digital cameras in the reading room. Not all material may be photographed and the Department reserves the right to deny permission. Digital camera use is subject to the material's condition, copyright laws, donor-imposed restrictions, and specific conditions and arrangements for preservation. Inquire with full-time staff to determine whether or not the materials you wish to consult may be photographed. For more information please see our [Digital Camera Usage in the Reading Room](#) policy.

Publication:

In many cases, the Center for Curatorial Studies does not hold the copyright to materials in its collections. If the work is not in the public domain, it is the responsibility of the researcher to secure permission from the appropriate copyright holder to publish quotations from or reproductions of items from the CCS Bard Archives or Special Collections materials. Please contact the Director of the CCS Library & Archives if you have any questions concerning the publication of materials from the CCS Archives and Special Collections.

Leaving the Reading Room:

When you are through consulting materials, please return all items to the Staff Desk. Please return the pad of paper to Reading Room staff and any notes from the writing pad that you require will be returned to you. All personal items brought into the reading room are subject to inspection by CCS Bard Library and Archives Staff.