

Ingalls Library

The Cleveland Museum of Art

The following rules and regulations govern the use of the Ingalls Library. The library staff appreciates your cooperation in these matters.

Ingalls Library Hours

2009-2010 Academic Year

Monday, Tuesday, Thursday, Friday
10:00 am-5:00 pm

Wednesday
10:00 am-9:00 pm (beginning
September 9, 2009)

Saturday and Sunday
closed

On Mondays when the museum is closed to the public you must enter the building through the service entrance accessible via the parking garage. Buzz for entry, stop at the reception desk and allow Security to check your name off their list. You will also be asked to sign in. You must sign out upon leaving the building. This is a matter of museum security.

Holiday Closings

The Library is closed on the following holidays:

Labor Day
Monday, September 7, 2009

Columbus Day
Monday, October 12

Veteran's Day
Monday, November 9

Thanksgiving Day
Thursday, November 26

Christmas Day
Friday, December 25

New Year's Day
Friday, January 1, 2010

President's Day
Monday, February 15

Memorial Day
Monday, May 31

Independence Day
Monday, July 5

Contact Information

Reference Desk: 216-707-2530

Circulation Desk: 216-707-2531

Image Services: 216-707-2530

Web Site: library.clevelandart.org

Admission Policies

Each student must complete a library patron registration form and policies and terms of use agreement form as well as a registration card. At that time an ID and password will be assigned to each student for access to digital images. The card is kept in a special CWRU box at the library circulation desk. Each day when you enter the library, please pull your card from the box and either give it to the desk attendant on duty or leave it on the desk.

All coats, briefcases, book bags, knapsacks, etc., must be stored at the museum's north lobby coat check. Please understand that the museum does not assume responsibility for the safety of briefcases or their contents left in the north lobby coat check. Only loose personal books and papers may be brought into the library. Laptop computers may be used in the library.

Circulation Policies

BOOKS MAY NOT BE REMOVED FROM THE LIBRARY. Anyone who removes books from the library without authorization will lose all library privileges.

Each student will be assigned a shelf to which books may be signed out for the semester. **Effective with the 2009-10 academic year a \$100.00 Shelf Deposit fee will be charged to each student before they may sign out any materials.**

NEW POLICY! \$100.00 SHELF DEPOSIT FEE

With the support of the CMA/CWRU Joint Program Operations Committee, the Ingalls Library is instituting a \$100.00 Shelf Deposit fee to help defray the cost of lost materials. Students will not have borrowing privileges until they have paid the deposit. Checks should be made payable to The Cleveland Museum of Art. "Ingalls Library Shelf Deposit Fee" should be noted in the memo line. We can not accept charge cards or debit cards. Checks should be given to the Circulation Desk staff. Once the deposit has been paid, borrowing privileges will be activated.

The deposit will be refunded by mail within three weeks of the end of the academic year if all materials signed out to an individual have been accounted for. The cost of replacing lost materials will be taken from the deposit with additional monies charged as necessary. If a student withdraws from the program prior to the end of the academic year, monies will be refunded by mail within three weeks of withdrawal if all materials are accounted for.

All books held on student shelves must be signed out. Each book must have a flag inserted with the student's name on it, and books must be placed so that call numbers are easily visible. All signed-out books must be returned to the shelf by the end of each day. Books that are no longer needed should be returned to the circulation desk. Please do not reshelve library materials.

CWRU art history faculty and Ph.D. students are given stack access for one hour at a designated time each day. Times will vary by semester. Times will be announced by email at the beginning of each semester.

The following rules apply:

1. Sign in at the library's Circulation Desk. If you fail to sign in you will lose the privilege.
2. You are required to remain in the stacks for the entire hour.
3. Selected items must be left with the library staff member in the stacks. No items may be carried out of the stack areas. Library staff will check materials out and deliver them to shelves in the library.
4. Sign out at the library's Circulation Desk. If you fail to sign out you will lose the privilege.
5. No one will be allowed to arrive late, catch up with us, etc. You must be in the library at the designated time in order to be escorted to the stacks.

All requests for library material for CWRU M.A. students must be paged by the circulation staff. Items are paged at the following times: 9:30 & 11:30 a.m. and 12:30, 2:00 & 3:30 p.m. On Wednesday evenings the Circulation staff pages material at 6:00 & 7:00 p.m. A completed call slip for each item must be left at the Circulation desk. Call slips may also be submitted electronically via the library's web site. Items will be checked out and delivered to your library shelf.

Spouses, significant others, friends, etc. who may be engaged in research that requires use of the library

collections should apply for access and register in accordance with general library access policies. Reference books that are used briefly in the reading room need not be signed out, but should be returned to the circulation desk.

“Post-It” notes should not be placed on library materials.

Courier Runs

Books signed out to CMA staff may be recalled for use in the reading room. Courier runs are scheduled throughout the week in the afternoon to pick up and deliver library materials. Requests will be processed within one week of receipt. All pickups require a completed call slip for each item. Call slips are available at the counters where public access terminals are located or may be submitted electronically via the library’s web site. Students should not contact curatorial departments to obtain books, nor may they pick them up.

Course Reserves

Books and journal articles are arranged by course number in the recent acquisitions area. Slips with course numbers are inserted in each book or journal article and should not be removed. These books and articles do not need to be signed out, but should be used in the reading room or reference room and returned to their respective reserve shelves. Journal articles for some courses are also available through the university’s Kelvin Smith Library “Electronic Reserves” service.

Image Services

Image Services provides digital images and scanning/conversion services to museum staff and to CMA/CWRU Joint Program faculty and students.

Students must complete a library registration form and card and have an ID and password assigned for access to digital images. CWRU students are allowed the use of digital images as a privilege of the CMA/CWRU Joint Program.

Digital images are for class presentation use only and may not be removed from the museum, nor used for any other purpose.

For further information, please consult the Ingalls Library copyright policy on the library’s web site: library.clevelandart.org.

If specific images are requested by faculty or students, the Image Services staff will endeavor to make them available as time and staff permit. There is a digital camera available in the library for use in making digital images.

Please call 216-707-2530 if you have a question about Image Services.

Interlibrary Loan

All interlibrary loans for students and faculty are done by staff at the Kelvin Smith Library, CWRU. OhioLINK (Ohio Library and Information Network) is a consortium of Ohio’s college and university libraries. OhioLINK provides access to more than 45 million library items statewide, including full-text journal articles.

Library Lounge

A lounge area furnished with comfortable reading chairs and tables is located on Level 2. This area may be used for group study, conversations with faculty and colleagues, etc. Library materials, however, cannot be used in this area. The use of cell phones is allowed in this area and beverages in lidded containers may be brought into the lounge area. **Food is not allowed.**

Rare Books

Rare books may not be signed out to shelves. These books will be paged by the Circulation staff, can be used only in the reading or reference rooms, and must be returned each day to the Circulation desk one half-hour prior to closing. No rare books will be paged after 4:00 PM or on Wednesday evenings. Permission to photocopy from rare books is granted on a case-by-case basis.

Recent Acquisitions Area

New journals, museum bulletins, and sales catalogues are placed in the recent acquisitions area on a regular basis. Current, unbound journals are housed in the area and may be read there or in the reading room. Unbound journals and auction catalogues for upcoming sales may not be signed out.

New books are placed on the center table in the reading room on a regular basis. Students are welcome to browse and may reserve books for a two-week loan period.

Reproduction of Library Materials

Photography of library materials is permitted for research purposes and with the understanding that all laws regarding copyright will be followed. **Personal flatbed scanners are not allowed in the library.** A digital camera and a stand with lights is available in the library. CDs for the digital cameras may be purchased at the reference desk for \$1.00. Instructions for using the digital cameras are mounted on the wall in the digital camera room.

Both black-and-white and color photocopiers are available in the library. Black-and-white photocopies are 10 cents each (8.5 x 11) or 25 cents (11 x 17). Reductions and enlargements are 25 cents.

Color photocopies are \$2 per image. Color print-outs from the reference desk are available for \$ 2.00 per image.

Each photocopier accepts \$1, \$5 and \$10 bills. IOUs are not accepted for photocopying; personal checks are. Magnetic cards are available for purchase at the reference desk. Funds may be added repeatedly to the card to a limit of \$20 each time. When photocopying a large number of pages, please allow those with fewer than five copies to interrupt.

Research Consultation

Each art history faculty member and graduate student is assigned to a member of the reference staff who is able to assist you with long-term research needs. Appointments may be scheduled to discuss research methodologies, the use of specific reference sources, problems encountered in research projects, etc.

Answers to short, factual questions should be directed to the reference librarian on duty. The reference desk is staffed at the following times:

Monday, Tuesday, Thursday, Friday 10:00-12:00; 1:00-5:00

Wednesday 10:00-12:00; 1:00-9:00

Telephones

Library phones may be used only to contact CMA staff for course-related business. **As a courtesy to our patrons the use of cellular phones in the library is prohibited.** Cellular phones must be set to "silent" before entering the Ingalls Library

Wireless Internet Access

The Cleveland Museum of Art offers its visitors free wireless Internet access in designated locations: Ingalls Library, lower education classroom level, north lobby, and the Museum Café.

To use the wireless network, CMA visitors must have a laptop computer or other handheld device with a built-in wireless network (WiFi) adapter. No special codes or log-ins are required to access the free networks available at either the museum or Case Western Reserve University.

Classification System

Ingalls Library uses the Library of Congress Classification scheme (except for journals). The subject outline for the classification schedule follows. For a more detailed breakdown consult the following website:

<http://www.loc.gov/catdir/cpsolcco/>

LIBRARY OF CONGRESS CLASSIFICATION OUTLINE

- A General works
- B Philosophy, psychology, religion
- C Auxiliary sciences of history
- D History: general and Europe
- E-F History: Americas
- G Geography, anthropology, recreation
- H Social sciences
- J Political science
- K Law
- L Education
- M Music and books on music
- N Visual arts
- NA Architecture
- NB Sculpture
- NC Drawing, design, illustration
- ND Painting
- NE Print media

NK Decorative arts
NX Arts in general
P Language and literature
Q Science
R Medicine
S Agriculture
T Technology (includes photography)
U Military science
V Naval science
Z Bibliography, library science, information resources (general)