

Georgia O'Keeffe Museum

RESEARCH CENTER

Policies and Procedures for Public Access

Michael S. Engl Family Foundation Research Center Library and Archives

GENERAL INFORMATION:

The Michael S. Engl Family Foundation Research Center Library includes library and archival collections and supports research on Georgia O'Keeffe and American Modernism from the late nineteenth century to the present. The library and archives is actively pursuing the documentation of American Modernist art, architecture, design, photography, music and literature. Of primary importance are materials and research on Georgia O'Keeffe, Alfred Stieglitz, the Stieglitz Circle artists, and O'Keeffe's contemporaries; as well as developments in American Modernism from the 1890s to the present.

In addition to books, periodicals, vertical files, and audio and video recordings, the collection consists of materials from Georgia O'Keeffe's personal libraries from her houses in Ghost Ranch and Abiquiu as well as archival materials such as The William Innes Homer Collection, Maria Chabot Archives, and original Georgia O'Keeffe correspondence. Selections from the archival collections can be found online at: <http://www.okeeffemuseum.org/collection-online.html>

POLICIES:

Facilities and Hours. Researchers are welcome by advance appointment. The library and archives collections are open weekdays (except holidays) from 9:00 am to 12:00 noon.

Use of the Reading Room. Paper, notebooks, and laptop computers are welcome in the reading room. However, we ask that backpacks, bags (including purses), briefcases, coats, computer bags, and other such items remain at the Security Station. Security personnel may inspect all belongings when visitors enter or leave the building.

The library is non-circulating. Materials may not be removed from the premises. Because of the special nature of many materials in our collection, use of pens are not allowed, and we cannot accommodate smoking, eating, and drinking in the reading room.

Special Collections and Archives. Care must be exercised when using materials in special collections and the archives. Many items are fragile, extremely valuable, and/or irreplaceable. As a preservation measure, some original documents are available for study digitally or in photocopy format.

Photocopying. Requests for photocopies must be approved by the Research Center staff, and in certain circumstances, researchers must sign a copyright disclosure statement. The Research Center may decline a request to photocopy materials it considers too fragile or outside the "fair use" standard. Oversized materials and those in Special Collections may not be photocopied.

Photography. Digital cameras may be used upon approval for reference photography of materials. General photography of the library reading room is allowed.

Publication Requests. Permission to study materials does not include the right to reproduce or publish their contents. Written permission must be obtained from the Museum to publish reproductions of documents or quotes from them.

Collections Usage. The researcher is responsible in determining the nature of any rights and ownership or interest therein, obtaining permission to publish or use, and determining the nature of any liabilities that may result from publishing or use. The researcher agrees to indemnify and hold harmless the Georgia O’Keeffe Museum, its officers and employees, from and against all claims and actions arising out of the researcher’s use of the library and archival collections.

PROCEDURES:

Appointments: Appointments are arranged by sending the appointment form via email to: library@okeeffemuseum.org. The appointment form can be found at: http://www.okeeffemuseum.org/uploads/5/7/4/1/5741005/appointment_form.pdf. We kindly ask that you give us at least 2 weeks notice when making your appointment.

A Research Center staff member will contact you upon receiving the application form to discuss the details of your research appointment.

Please enter the Research Center via the security entrance which is located at the side of the Research Center. We are located at 135 Grant Avenue. Details about parking and entry will be sent to you when your appointment is finalized.

You will be asked to sign in with the security guard and leave bags, purses, and coats at the security station.