

Gannett Foundation Photographic Study Center Policies and Procedures for Researchers

Hours

Collection access is available by appointment on the following days and times:

Wednesday – Friday 10 a.m. – 12 p.m., 1 p.m. – 4 p.m.

To make an appointment please complete and submit the Researcher Request Form a minimum of two weeks in advance. Please contact collection staff with any questions regarding collection access or appointment availability.

- ❖ Collection Manager: Ross Knapper, rknapper@eastman.org, (585) 327-4972
- ❖ Asst. Collection Manager: Rachel Andrews, randrews@eastman.org, (585) 327-4982

Arriving for your Appointment

Please enter the museum through the main entrance located on the north side of the building (facing University Avenue). Speak to a staff member at the Lipson Reception Center and inform them you have an appointment in the Gannett Foundation Photographic Study Center. All researchers will be required to sign in and will be given a visitor's badge.

General Policies

Coats, briefcases, backpacks, or other large personal items are not allowed in the study center. Please deposit these items in a locker or coatrack upon arrival. Please speak to a staff member at the Lipson Reception Center when you arrive at the museum if you require a locker for the day.

Food and drink are not allowed in the study center. This includes gum and mints.

Notepads and wooden pencils may be used for making research notes. Mechanical pencils, pens, or ink are not allowed.

Laptop computers are allowed. Floor outlets are available and Wi-Fi is provided.

Collection handling guidelines must be followed at all times. See the collection handling guidelines below.

Photographing of collection objects is allowed for research purposes only and must be made in accordance with the Gannett Foundation Photographic Study Center Photography Guidelines. See the photography guidelines below. Photographing of collection objects for personal display is not allowed.

Gannett Foundation Photographic Study Center Collection Handling Guidelines

The following are guidelines for viewing material from the collection:

- **Prepare your person:**
 - *Remove and stow personal belongings*, including bags, food and beverages, gum/mints. Remove badges, scarves, headphones, pens, dangling jewelry and rings, etc and place on table next to you. Tie back long hair.
 - *Wash hands and have gloves accessible*. Use clean cotton or nitrile gloves. Wear gloves as advised by study center supervisor.
 - *Take a breath*. Approach the objects in a calm and relaxed manner.
- **Prepare your space:**
 - *Inspect your table* and alert museum staff of any dirt, debris, or moisture present.
 - *Prepare note-taking implements* on one side of the table. (Laptops, paper and pencils may be used with care.)
- **Collection viewing practice:**
 - *Always lift with two hands, placing materials flat away from the edge of the table*. If object is not matted, place it on blotter or board provided by museum staff, not the table surface.
 - *Take care lifting window mat and removing interleaving material*. Remove interleaving by lifting from one corner (opposing corners for large sheets), **not dragging** material across print surface, and place **flat** on table.
 - *Handle objects only when necessary*. Do not touch print's surface. If the verso must be viewed, alert museum staff for assistance. **Avoid** holding print off of table for viewing. An easel is suggested when two or more people are working together.
 - **Avoid talking over** or *passing objects over collection materials*. Step aside to converse and, if leaving workspace for a prolonged time, replace interleaving material and alert museum staff. Slide shared implements to persons across table and away from collection objects.
 - *Replace interleaving material in same manner as removed*. After viewing, stack prints in size order, larger prints on bottom. The result may be several small stacks of prints of different sizes. Never use a large print as a **tray** to carry smaller prints

- *Return objects to storage boxes.* Carefully place objects in box with largest mats at bottom, open ends of mats oriented towards back wall of case.
- **Ask for assistance if you are not comfortable.** Collection staff is here to assist you!

Gannett Foundation Photographic Study Center Photography Guidelines

Photography of collection objects is allowed for research purposes only and according to the following guideline:

- ❖ Permission to photograph objects from the collection is at the discretion of the Collection Manager or Study Room attendant.
- ❖ All print handling guidelines must be followed while photographing collection objects.
- ❖ The use of copy stands or external light fixtures are not allowed.
- ❖ The Collection Manager or Study Room attendant may substitute image checklists or small research files at their discretion in lieu of photographing an object.
- ❖ Photographs taken in the Gannett Foundation Photographic Study Center are intended for personal research purposes only and shall not be posted to social media sites without prior consent from the museum. This includes but is not limited to Facebook, Instagram, Twitter, Tumblr, Flickr, Google+, Pinterest, Reddit, or YouTube.
- ❖ Photographs taken by researchers may not be reproduced, published or distributed in any way without permission from George Eastman House, including but not limited to publications, presentations, theses, or dissertations, either online or in print.
- ❖ The researcher acknowledges that collection objects may be subject to copyright and that it is the responsibility of the researcher to comply with all applicable copyright laws.
- ❖ Cameras or cell phones may not be held directly over an object. The Collection Manager or Study Room attendant may assist you in placing the object on an easel or print rail, or may ask you to take the image at an angle.
- ❖ Flash photography is not permitted.