

**Technology Collection Study Center**  
**Policies and Procedures for Researchers 2019**

## **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.

- Technology Collections Manager: Erin Fisher, [efisher@eastman.org](mailto:efisher@eastman.org), (585) 327-4998

## **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 Technology Collection 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. 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 Technology Study Center Photography Guidelines. See the photography guidelines below. Photographing of collection objects for personal display is not allowed.

## Technology Collection 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 nitrile gloves. Wear gloves as advised by Collections Manager or 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:**

- Handle objects only when necessary. You may be advised to not touch the object. If you need assistance, have the collections manager or study center supervisor assist you.
- If handling the object is necessary, use both hands. Do not try to remove or tinker with any of the objects. If you are looking for a serial number from the object, the collections manager or study center supervisor will assist you.
- Avoid talking over or leaning over collection material. Step aside to converse.
- When dealing with materials on paper, always wear gloves as advised by Collections Manager or Study Center supervisor. Always lift with two hands.
- While handling manuals or books, always lift with two hands. Do not fold over corners of pages, or lick fingers while turning pages.
- **Ask for assistance if you are not comfortable**. Collection staff is here to assist you!

## Technology Collection 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 Manger or Study Room attendant.
- All object handling guidelines must be followed while photographing collection objects.
- The use of 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 Technology Collection 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.
- Flash photography is **not** permitted