

## **Archives, Collections and Study Center Procedures**

1. The researcher must submit in advance a completed “application for access” to the archival and study collection, describing the research project and indicating the collections to be consulted. The researcher will fill out a separate registration form for each research project.
2. Use of the collections are subject to staff availability. For this reason, please indicate several dates and times when completing the “application.”
3. Permission to examine material does not automatically include the right to photocopy, reproduce, or video record. Intuit may decline a request because the materials are oversized; too fragile; or fall outside the “fair use” standard. All such requests must be approved by Intuit and a copyright disclosure statement signed.
4. Photocopying facilities are not provided to visitors of the Study Center. However, arrangements can be made to photocopy material for a nominal fee. Prepayment is required for all photocopy orders.
5. Archival material must be consulted in the assigned locations in the Study Center reading room or storage area, depending on the collection, and may at no time be removed. No smoking, eating or drinking is allowed in these areas.
6. Patrons are required to check-in coats and bags before accessing any archival, study center, or collection materials.
7. Only pencils can be used for note taking. No pens, ink, erasable ink or self-stick removable notes may be used. Tracing from or writing on archival materials is not permitted. Computers, tape and video recorders may be used, but they are not supplied by Intuit.
8. The researcher must use extreme care when handling archive and collection material. Many items are fragile, valuable and/or irreplaceable. Please report any mutilations. When handling special material cotton gloves must be worn at all times. Intuit staff will provide these gloves.

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