

The J. PAUL GETTY MUSEUM

PROCEDURES FOR MANUSCRIPTS ACCESS AND HANDLING GUIDELINES

A. **Procedures and Rules for Manuscripts Access:**

- i. Readers must submit an application as well as a letter of recommendation to be reviewed by the Curator at least two weeks prior to proposed date of visit. Applications submitted after this date will be approved on a case by case basis.
- ii. Readers are asked to indicate on the application a complete list of all manuscripts, leaves and cuttings requested for viewing.
- iii. The Manuscripts Study Room is open 10am to 5pm Monday through Thursday and on alternate Fridays. Appointments must be requested on the application for approval by the Curator.
- iv. Guests may not accompany readers to the Study Room.
- v. Before the reader's appointment, they are expected to utilize catalogues, relevant bibliography, microfilms, facsimiles, and digital images that are available. It should be noted that readers can order a scanned microfilm (or full digital color photography when available) by contacting manuscripts@getty.edu. The Manuscripts' image collection is digitized online and available for download via the Getty's Open Content program. However, images of text pages are not always digitized.
- vi. Additional study materials (clippings files contents, reference material, etc.) are available on request for use in the Study Room.

B. **Guidelines for Handling Manuscripts:**

- i. Readers must follow all handling instructions of the Study Room supervisor and curatorial staff for the duration of their visit.
- ii. Readers are required to wash their hands before handling any manuscript materials.
- iii. Gum, food, or drinks are not permitted in the Study Room.
- iv. Coats, briefcases, hand bags, and other large bags must be checked with the supervisor. Jackets must be checked or worn.
- v. Nail polish (even clear nail polish), hand lotion, or anything that may inhibit or damage manuscript materials is not permitted.

- vi. Loose items should be removed or secured before handling all manuscripts (i.e. jewelry, hair, Museum visitor badges.)
- vii. For each manuscript studied, readers are asked to consult first the Record of Readers notebook (available from the supervisor), sign the Record, and take note of any condition or handling problems recorded therein.
- viii. Readers will be given the necessary equipment to view the manuscripts, such as a cradle or foam blocks to support a binding, velveteen snakes to hold open the pages, etc. Manuscripts must be fully supported on the table by foam blocks or a cradle at all times and may never be held by hand, propped up, stacked on other manuscripts, or removed from the table during study. *No manuscript is ever to be opened flat.*
- ix. *Only pencil* may be used in the Study Room, and the pencil should not be held in the hand while turning the pages of the manuscript.
- x. Nothing should be brought into contact with the text or decoration of the manuscript. The hand is not to be run over the pages while turning them. Talking while leaning over manuscript pages is prohibited to prevent the possible spray of water droplets.
- xi. For any special requests with regard to measurements, use of ultraviolet, infrared or microscopic examination, please consult the supervisor.
- xii. If a reader observes any damage or problem in the condition of a manuscript, notifying either the supervisor or the Curator of any such problem would be greatly appreciated.

C. Study Room Photography:

- i. Photographs taken by readers (cell phone, digital, or manual) are permitted, without flash. Flash photography is not permitted.
- ii. When taking photographs in the Study Room, care must be taken to insure the safety of manuscripts materials. **Holding cell phones over open books and/or leaves is not permitted.**
- iii. All photographs taken by readers in the Study Room must be for personal use or study purposes only.

D. Publication:

- i. Publication-quality images are available through the Getty Open Content program on the Getty's Collections website (<http://www.getty.edu/art/collection/>). For publication of material not

available on the website, send an email to manuscripts@getty.edu for digital images and permission.

- ii. Upon publication, readers are requested to submit to the Manuscripts Department an offprint (if an article) or a confirmed and complete bibliographic citation (if a book) for the Museum's permanent information file.