Research Library
The Getty Research Institute

Guidelines for Plaza Readers

Access Policy

Plaza Reading Room Privileges are available by appointment or to drop-in visitors who may search databases and request materials for their use between 9:30 AM - 5:00 PM Monday through Friday.

Entering and Leaving the Library

· The Getty Research Institute reserves the right to inspect all unchecked materials and personal articles before you leave the Library.
· The Getty Research Institute reserves the right to deny access to its collections.
· The Getty Research Institute is not responsible for personal property.

Library Environment

· Patrons of the Research Library are asked to conduct themselves in a manner appropriate to a quiet, research environment.
· Please refrain from unnecessary conversation in the Library.
· No food or beverages are permitted in the Research Library study areas and stacks.
· Smoking is not allowed in the Getty Research Institute building.
· Cellular phones may not be used in the Research Library.

Requesting Items

· Up to 20 items per day may be requested through the Research Library Catalog for delivery to the Plaza Reading Room. The paging schedule is posted at the Reference Desk.
· Readers are encouraged to bring to the attention of library staff all items in need of repair, misfiled materials, discrepancies in cataloging, identification of materials, mold, heavy dirt/dust, or any other out-of-the-ordinary substance or condition of or within the materials.

Notice warning concerning copyright restrictions

The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Use of patron-owned copying equipment such as digital cameras and scanners is subject to compliance with United States copyright law and any person using his or her own equipment to make copies of copyrighted material is liable for infringement. The Library reserves the right to request immediate cessation of use of such patron-owned equipment if the use disturbs other library users.

Photocopying

· Visitors may make copies from general collection materials for $.10 per page. Color photocopies may be made for $1.00 each.
· Items in fragile condition and those labeled "no photocopying" may not be photocopied.

Internet Use Policy for Public Terminals

· Internet access is unfiltered at the public terminals.
· Terminals are equipped with privacy screens; they may NOT be removed.
· Be sensitive and avoid the inadvertent viewing of potentially offensive content by others working in the area. Exit all web sites and close all windows before leaving the terminal.
· Internet use is subject to the Research Library's Internet Use Policy, a copy of which accompanies this agreement. Additional copies may be obtained from the Reference Librarian.

I have read the Guidelines listed above and agree to abide by them.

_____/_____/_____
Last Name/ First Name (please print) | Profession and Affiliation or Business, if applicable

_____/_____/_____/_____
Address | City | State | Zip code

(_____)_____/_____/_____/_____
Area Code and Telephone Number | Driver's License #/ State or Passport #/ Country | Email

_____/_____/_____
Emergency contact (name and telephone) | Signature | Date

_____/_____ ☐
Patron ID# (for internal use only) | Authorized by | Internet Use Policy provided

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