

GUIDELINES FOR SINGLE DAY USE/PLAZA READERS

SINGLE DAY USE POLICY

Single Day Use access is provided to visitors having a specific short-term need to visit the L2 or L3 levels of the Research Library between the hours of 9:30 AM and 5:00 PM on the date of issue only.

SINGLE DAY USE IDENTIFICATION BADGE

- You are required to wear the Single Day Use Identification Badge at all times while you are in the Research Library.
- Each time you exit the Library (for breaks, lunch, and at the end of the day), you will need to return your badge to the Plaza Security Desk. This allows us to account for all of our readers both for statistical purposes and in the event of an emergency or evacuation.
- Single Day Use Identification Badges are non-transferable, and are valid on the date of issue only.

HOURS AND EXTENT OF ACCESS

- Single Day Use patrons may use open stack and reading areas of the Research Library on the date of issue only between 9:30 AM and 5:00 PM, Monday through Friday.
- Open areas, which house approximately 25% of the collections, include the Periodicals Reading Room, the Reference, book, periodical, and auction catalog stacks, the multimedia area, the public terminals, and the browsable stacks of the Photo Study Collection. The remainder of the collection is in storage and items must be requested through the library catalog. Items requested from storage will be delivered to the Plaza Reading Room.

PHOTO STUDY COLLECTION

- Before using the browsable collection please discuss your research with a Reference Librarian for Visual Resources, who will provide you with an in-depth orientation that is specific to your needs.

SPECIAL COLLECTIONS

If you have been granted access to Special Collections material for the day (material labeled "SPECIAL" in the library catalog), you may use it during the Special Collections Reading Room hours (9:30 AM - 5:00 PM, Monday through Friday) upon request and completion of paperwork, if space is available. Consult the reference staff for further information.

ENTERING AND LEAVING THE LIBRARY

- The Getty Research Institute reserves the right to inspect all research 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.

ELEVATORS

- Elevator access is limited to the Research Library floors: Plaza, L2, L3.
- Two sets of elevators are available for your use; access to the two elevators is slightly different.
 - Single elevator (located near the Plaza Security Desk): may be used anytime.
 - Double elevators (located behind the Periodicals Reading Room):

- For security reasons having to do with our very public setting, we currently are unable to provide you with access from the Plaza level without the assistance of the Reference Desk staff.
- Should you wish to use the double elevators to go down during the hours the Plaza Reference Desk is staffed, feel free to ask the Reference Desk staff member on duty to give you elevator access. During off hours use the single elevator near the Plaza Security Desk to access the lower floors.

LOCKERS

- Lockers for storing personal belongings on a daily basis are located adjacent to the men's restrooms on the Plaza level. Items may not be left overnight.

LAPTOP COMPUTERS

- Laptop computers are permitted in the Research Library. Most study spaces are equipped with outlets for this purpose.

DATABASE ACCESS

- Single Day Use patrons may access the databases available on the public terminals in the Library. Due to licensing agreements, access to most databases is restricted to on-site use.

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 is attached to this agreement. Additional copies may be obtained from the Reference Librarian.

REFERENCE ASSISTANCE FOR GENERAL, SPECIAL, AND PHOTO STUDY COLLECTIONS

- Available at the Plaza Reference Desk between 9:30 AM - 5:00 PM, Monday through Friday.
- Reference Desk phone number: (310) 440-7390.

CIRCULATION ASSISTANCE

- Available between 9:30 AM - 5:00 PM, Monday through Friday.
- Circulation Desk phone number: (310) 440-7477.

CIRCULATION POLICIES AND PROCEDURES

- Materials from the Research Library do not circulate outside of the Library.
- Open stack books and periodicals must be checked out via Self-Checkout before being taken to tables.
- 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.

REQUESTING ITEMS FROM STORAGE

Use the Library Catalog to request items from Storage (labeled STORAGE).

INTERLIBRARY LOAN SERVICES

- Not available to outside patrons.

PHOTOCOPYING

- Patron photocopiers are located on each level of the Research Library.
- Single Day Use patrons have access to Patron Copy Rooms only; access to locked Staff Copy Rooms is not available.
- Single Day Use Patrons may make copies from materials in the general collections for a charge of \$.10 per page.
- A color photocopier is available on Plaza; copies are \$1.00 per page.
- Items in fragile condition and those labeled "no photocopying" may not be photocopied.
- Pay for copies from microform reader-printers at the Reference Desk.
- Consult a Reference Librarian to request information regarding photocopy of Special Collections materials.
- Consult a Reference Librarian for photocopy policies regarding the Photo Study Collection.

PERSONAL PHOTOGRAPHY AND SCANNING

- Readers are permitted to take their own digital pictures for study purposes only. Use of a copy stand to copy from books or journals is available by advance appointment.
- 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.
- Readers must be sensitive to others conducting research in the area. The Library reserves the right to request immediate cessation of use of such patron-owned equipment if the use disturbs other library users.
- Readers may NOT take pictures of staff members or other readers.

PHONES

- Cellular phones may not be used in the Research Library.
- Pay phones are available on the Plaza level adjacent to the restroom.
- Campus phones for dialing extensions within the Getty Center are available in the Patron copy rooms. Please refrain from using phones located in private workstations, the microform reader room, or installed on walls.

FAXES

- Fax service is not available.

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.
- Patrons may not consume food or beverages in the Research Library.
- Smoking is not allowed in the Getty Research Institute building. Consult the Reference staff for designated outside smoking locations.

VISITORS

- Single Day Use patrons may not bring visitors to the open stacks on L2 or L3.
- Should you have visitors accompany you to visit the Getty Museum while you are in the Research Library, be aware that the library staff cannot assist your party in locating you at any time, except in the case of an emergency. Be sure to arrange a time and place to meet your visitors for lunch or at the end of the day.
- Library staff cannot transmit phone messages except in the case of an emergency.

ACCESS POLICY FOR PLAZA READERS

Plaza Reading Room Privileges allow visitors to search databases and request materials for their use in the Plaza Reading Room 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 FROM STORAGE

- 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.

