

YCBA Reference Library Reading Room Policies and Procedures

The Reference Library Reading Room of the Yale Center for British Art is open to Yale staff, students, faculty, researchers, and the general public on a walk-in basis and provides in-depth and general reference services on the history of British art and culture. Casual users of the Library are not excluded from using the collections or the Reading Room, but all are required to register at the Reference Desk.

Contacts

Telephone: 203 432 2818, e-mail: ycba.reference@yale.edu

Hours

During Yale's semester, the Reference Library is open to the public on Tuesday– Saturday: 10 am–4:30 pm; and Sunday: 12 pm–4:30 pm. Staff, Visiting Scholars, and Docents can also use the Library on Mondays. YCBA Staff can use the Library any time after 8:30 am.

When Yale is on break, the Library's open hours to the public revert to:
Tuesday–Friday: 10 am–4:30 pm.

Though the Library front door locks automatically at 4:30 pm, patrons can remain in the Library until almost 5:00 pm. Permanent Center staff (including YCBA GRAs and Postdoctoral Research Assistants) may stay and use the Library until the building closes and do not require the presence of Library staff.

Registration

All users of the Library must print their name on the daily register at the reference desk upon entering the Library. A photo ID or address registration is not required. Appointments are not required. Signing out of the Library is also not required.

Food and Drink	Food is not permitted in the Reading Room. Drinks that are in sealed permanent containers are allowed. To-go cups are not allowed.
Reference Desk	The reference desk will always be staffed by a member of the Library staff. If the staff person at the reference desk is called away or engaged with another patron, please ask for help in the Library offices directly behind the Reference Desk.
Carrels	While students may reserve carrel shelf space to store books, the use of the carrels themselves is first-come, first-served on a daily basis. Patrons can open or close the window shades or louvers to regulate sunlight in the carrel.
Use of Public Terminals	There are four public terminals in the Library, each with Internet access and links to a printer. Preference at the terminals is given to staff and students, but all efforts are made to accommodate visitors and the general public.
Noise	Every effort is made to maintain the Reading Room's atmosphere as conducive to research. Cell phones are not allowed, nor is loud talking. Music and computer noises are not permitted. Quiet conversations are allowed. Phone usage by Center staff assigned to the Library mezzanine is unavoidable but these staff are asked to make every effort to keep conversations short and as quiet as possible.
Circulation	The Library is non-circulating, though Center staff may borrow books for use in their offices. The Center's staff understand that books may be recalled at any time for use by another patron.
Doors	There is one public access door into the Library and all patrons are required to enter and exit by that door (second floor, southeast corner of the Library Court). The door to the Rare Books and Manuscript offices is only used by museum staff, and no other doors should be used except by security staff.
Photocopier	The photocopier/scanner/printer in the Reference Library is for staff and public use and there is no charge for its use.

Scanner	The scanner can be used by any Library patron free of charge. Materials in the Reference Collections can be scanned for the patron's own <i>personal</i> use. Images needed for publication are referred to the YCBA Rights and Reproduction Department.
—	—
Photography in the Reading Room	Patrons can use cameras without a flash in the Library. Materials in the Reference Collections can be photographed for the patron's own <i>personal</i> use. The Center grants no publication rights to materials in the Reference Collection.
—	—
Mezzanine	The mezzanine of the Library holds the Serial Collection, the Photo Archive, the Conservation Collection, the dealer and auction catalogues, the Donohue Collection, and the Artist Files Collection. The mezzanine is open for patrons to browse the stacks of these collections and there are dedicated workspaces for the use of patrons working with collections on the mezzanine
	The Visiting Scholars of the Center have carrels on the mezzanine. These carrels should not be used by anyone else other than the designated Visiting Scholar.
—	—
Using the Library During Off-Hours	Permanent Center staff (only) may use the Library when closed (weekends during Yale recess, etc.) but Security and the Chief Librarian must be notified prior to use.
—	—
Emergency Closures (weather)	Permanent Center staff (only) may use the Library when closed due to staff shortages or inclement weather. Visiting Scholars, students, and faculty cannot access the Library without Library staff being present. In special situations, YCBA Security may escort nonpermanent staff into and out of the Library when closed, with notification going to the Chief Librarian.
—	—
Circulating Materials During Off-Hours	Permanent Center staff may borrow materials during off-hours, but a circulation slip must be filled out and left at the Reference desk for each book circulated.