Welcome to the Juliette K. and Leonard S. Rakow Research Library. In keeping with the mission of the Corning Museum of Glass, the Rakow Research Library collects, organizes, preserves, and provides access to published and unpublished materials documenting the art, history and science of glass. Our Special Collections and Archives contain original, unique materials in a variety of media, formats, and conditions. The Library is happy to provide researchers with access to these materials. In order to help us preserve our collections, ensure their availability for future researchers, and allow for the integrity of the archival record, we ask that researchers follow these guidelines:

**Access**

- Researchers are strongly encouraged to call in advance to determine availability of materials and/or to schedule an appointment for viewing.
- Access is subject to any restrictions placed on materials by statute, office of origin, donors and sellers, or by the Rakow Research Library for preservation, processing and other administrative purposes.
- Researchers wishing to use the Library’s special collections and archives must sign in electronically at the reception desk and review/sign the guidelines.
- All special collections and archival materials will be retrieved for researchers by a librarian. Materials will be inspected before they are provided to researchers and when they are returned.
- For special collections materials, a copy (i.e. microfilm, photocopy, or digital surrogate) may be substituted for the original.
- Materials will be retrieved until 15 minutes before the Library closes.

**Handling**

- No food or drink is allowed in the Rakow Library reading room, collection or exhibition areas. Water coolers are available in designated areas.
- Backpacks and large bags are not permitted in the collections areas. Ask at the reference desk for storage options.
- Special Collections and archival materials must remain in the reading room.
- Please wash hands before handling archival materials. We do not use cotton gloves in handling paper materials, but they are required for handling photographs, slides and negatives. These will be provided by a librarian.
- Please handle all items with the utmost care.
- Researchers should look through one folder at a time, maintaining the order in which the items were delivered.
- Please do not use any kind of ink pen or permanent pencil; notes may be taken in pencil or on a computer only.
- Please maintain the existing order of materials within each folder/binder/box; do not rearrange materials. Out-cards or acid-free book marks will be provided to assist in maintaining the original order of materials. This is critical: it ensures materials can be located and studied in their proper context.
Out-cards and/or acid-free book marks will be provided to assist in maintaining the original order of materials. Please do not “mark” materials with Post-It notes, paper-clips, etc. as this will damage special collections and archival material.

Please leave photographs and other fragile materials in their protective sleeves. If you wish to view an item without the covering, ask for assistance.

Special care must be taken with fragile, rolled, or oversize material. Please see Library staff for assistance.

Please ensure that archival items remain flat on the surface of the reading table; allowing nothing to be placed on them or written on them. Please do not trace illustrations or take notes on top of collection materials, as this can leave marks and indentations. When using rare books, book cradles are required to protect the books; Library staff will assist you.

Researchers are responsible for safeguarding all materials borrowed for use. Please do not transfer items to other researchers, and notify a librarian immediately of any discrepancies, damage or conservation issues.

Please return all materials in the manner you received them to a librarian when leaving for the day or for an extended break.

Theft or intentional destruction of material is a criminal act and will be handled in accordance with Museum policies.

**Duplication and Photocopying of Special Collections and Archival Material**

- Please speak with a Library staff member before duplicating (photocopying, scanning, digital photography and so on) material. Permission will be granted on a case by case basis. A request may be denied based on the condition of the materials and restrictions placed on the item by statute, office of origin, donors, and sellers or by the Rakow Research Library for preservation, processing and other administrative purposes.
- To protect Library materials personal scanners may be used only with permission of the Library.
- Researchers are responsible for following applicable copyright laws.

**Publication**

- If you wish to use an item for publication you must contact the Rights and Reproductions Department, rights@cmog.org. For more information, ask the librarian at the reference desk.
- Authors are encouraged to provide the library with 2 copies of works that use information or images from our special collection and archives.

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I read and understand and understand the Rakow Research Library’s Access Policy and Procedures guidelines, and agree to abide by the terms and conditions. I also understand that if I do not adhere to these policies, my library privileges may be revoked.

Signature

Date

Name (printed)