



BRANDYWINE
MUSEUM OF ART

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The Research Center is committed to the physical and digital access of its collections for educational research. Access to materials within the Research Center is by appointment only. Library materials, such as general reference, non-archival publications, exhibition catalogues, periodicals, and other materials freely available within the reading room may be used when visiting the Center. These items are available for circulation, with the approval of the Research Center Manager, to internal researchers only (staff, board members, interpreters, docents, and interns).

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To schedule a research appointment, [click here](#). For more information regarding collection handling and reading room rules, see below.

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Finally, if you are a Museum staff member who wishes to access files from the Institutional Archive, please contact the Research Center Manager.

Research Center Reading Room Rules

1. Public researchers must sign in and out at the front desk at each appointment.
2. Personal items such as purses, bags, briefcases, coats, umbrellas, or nonessential items to research may not be placed at a reading room table with RC materials. We ask that you please leave said items at the front desk with staff.
3. Paper, notebooks, laptops or tablets, phones, pencils, and books necessary for research are permitted for use near Research Center materials in the reading room.
4. Pens, markers, or any ink-based writing implements are prohibited. Please use only pencils around collection items.
5. Food and beverages are not permitted in the reading room. Should you have a sealed bottle of water, this may be left at the front desk if needed but is not allowed near Research Center materials.
6. We ask that phones or any other devices be turned to silent in the reading room.
7. Use of photography is permitted for research purposes only. Phones and small digital cameras are allowed with the flash turned off.
8. Library books and other materials in General Reference are noncirculating to public researchers and must be used on site. These items may be checked out for use by internal researchers only (staff, board members, interpreters, docents, or interns).
9. Archives and Special Collections may only be removed from the Research Center with permission from the Research Center Manager. Staff will remove and return all materials to storage areas for researchers when they have finished their appointment.
10. Researchers should view one box at a time and one folder at a time. Items should not be rearranged in any way. If something within the box appears to be out of order, please alert a staff member. Please return any folders or items to their designated box in the order in which you received them. Placeholders for boxes are available from staff.
11. Items are to be handled with great care. Please adhere to the following guidelines:
 - a. Wash hands prior to handling
 - b. Gloves are not needed for handling, except for photographs or film. Gloves can and will be provided by staff in scenarios such as these.
 - c. Please try to avoid touching areas of a document that are handwritten (ink and/or pencil)
 - d. Do not bend or crease brittle paper. Keep items lying flat on the table when viewing.
 - e. Bound volumes should be supported by a book cradle or pillow available from staff. Scrapbooks should also have support when viewing. Snake weights (book weights) can be provided when viewing certain pages or passages that are difficult to open—please ask staff for assistance.
 - f. Do not write on or erase documents and items
 - g. Do not trace or write on top of documents and items
 - h. Work areas in the reading room should always be kept clean
 - i. Handle boxes and folders with both hands slowly and gently

Should you have any additional questions about these guidelines, please do not hesitate to inquire with Research Center staff.