Visitor Orientation

Viewing this presentation is required before using the collections of the Rock and Roll Hall of Fame + Museum
FINDING ARCHIVAL MATERIALS
Search our online catalog: http://catalog.rockhall.com to find archival materials in our collections.
• To locate archival materials relevant to your search, use the **Format** facet on the left-hand side to select “Archival Item.”

• To narrow it down further, select the **Archival Material** facet.
• **Bookmark** the materials you are interested in using
• Under **Account**, email the list to library@rockhall.org with a message regarding your appointment request—be sure to include your contact information!
• **Email** the list to yourself, too, so you have a copy.
Finding Library Materials
Search Worldcat: https://rockhall.on.worldcat.org/discovery to find library materials in our collections.
• **Bookmark** the materials you are interested in using by **Saving** them to **My List**.
• You can email your records from **My List**.
• Be sure to email a copy to yourself as well!
For more information on searching our catalogs, check out the “Find the Cool Stuff” slideshow presentation at:
http://library.rockhall.com/home/resources/research_guides
PLANNING YOUR VISIT
The Visit page on our website http://library.rockhall.com provides directions and information on parking, hotels, and food. Remember, we’re not located at the Museum but rather 2 miles away on the Cuyahoga Community College Metro campus.
Contact us to make an appointment for research or just to come in to browse our books and current periodicals, Monday–Thursday, 9am–5pm, or Friday 10am–5pm.
The Library and Archives is **free** and open to the public. All visitors are encouraged to obtain a free **Researcher Card** in order to access CDs, DVDs, back issues of periodicals, rare books, and archival collections not in the Reading Room.
By signing the Researcher Registration Form, you agree to abide by the policies of the Library and Archives and U.S. and state laws regarding personal privacy as they apply to use of our materials.
Archival collections contain materials that reflect the attitudes, perspectives, beliefs and behaviors of different times, individuals, and groups. It is a parent or guardian’s right and responsibility to guide collection usage by minors according to individual family beliefs.
There are 8 networked computer terminals and 3 audiovisual stations available for patron use, as well as Wi-fi access in the Reading Room. The audiovisual stations are not for personal use.
Library staff are available to assist you with your research and answer any questions once you arrive.
The following items are allowed in the Reading Room:

- Sweaters and sweatshirts (indoor wear)
- Religious head coverings, small silk or other indoor scarves
- Pocket-size wallets
- Laptops
- Loose leaf paper, note cards
The following items are not allowed in the Reading Room and must be placed in a locker:

- Food, drink, candy, gum
- Coats, jackets, sweaters with full-length zippers, hats, scarves, other outerwear
- Purses, handbags, fanny packs, briefcases, suitcases, equipment bags, backpacks, boxes, other containers
- Scanners, cameras, tripods
- Envelopes, notebooks, binders, folders
Do bring a sweater or sweatshirt as you will not be able to wear your outer wear in the Reading Room under any circumstances, and it can be chilly from time to time.
Allowed:
Pencils and mechanical pencils
Not Allowed:

- Pens or Post-it notes
- Marking, folding, or altering materials
While you can bring your laptop into the Reading Room, you may not use your laptop to view or listen to content on our CDs or DVDs; our audiovisual stations are available for this purpose.
If you have not contacted us in advance to request archival materials, you must fill out a **Call-Slip** to request materials during your visit. **You may not request materials between 12-1:00 p.m. or after 3:00 p.m., so please plan accordingly.**
You are responsible for **safeguarding** the condition of materials that are brought to you in the Reading Room.
You may only handle materials with clean, dry hands.
White gloves are required when handling photographic materials. If you aren’t given a pair, please request one.
• You may check out only **1 box or publication** at any one time.
• **Do not block** the library staff member’s view of your workstation with the box.
• You may remove only **1 folder or publication issue** from a box at a time.
• Replace the folder or issue in the box with an **orange OUT card**.
The folders in the box, and the materials in the folder, must be kept in the **same order** in which they were given to you.
• Materials should be **flat on the table** at all times.
• **Do not lean** on archival materials when writing.
If materials in a box or folder appear to be out of order, missing, or damaged, immediately alert staff!!
You may not remove archival materials from the Reading Room under any circumstances.
Do not disturb other patrons in the Reading Room.
You may take notes, but you cannot make copies, take photographs, or scan archival materials, back issues of periodicals, or rare books.
Staff can provide a reasonable number of copies, depending on the copyright and donor restrictions of the material and its condition.

There is a 50-page daily limit.

Copies are generally not available on the same day.

Copy Slips are provided to flag items you wish copied.
The Copy Request Form is used in conjunction with Copy Slips.

Staff will not copy more than 20% of a publication or manuscript.

The Copy Request Form must be completed in full by the researcher.
By signing the Copy Request Form, you agree to abide by the policies of the Library and Archives and U.S. law regarding copyright as it applies to our materials.
• Patrons, using one of the Library & Archives’ handheld devices, can take up to 150 images per day for $5 per day.
• Images will be provided as a single, low resolution, watermarked PDF.
• Patrons must complete the Camera Use Agreement and adhere to the policy and procedures for capturing images.
See the Application for Permission to Publish for information on using archival materials in publications.
There are reproduction fees associated with low resolution copies for research use and high resolution copies for publication. See the Reproduction Fee Schedule for more information.
Library and Archives fees can be paid by cash, check (made out to “Rock and Roll Hall of Fame and Museum, Inc.”), or credit card. You must fill out this form to pay by credit card.
All archival materials must be returned to the staff member on duty when you are finished using them or by **4:30 p.m.**, whichever comes first.
The staff member on duty will need to assess that nothing is missing or damaged before you leave, and discuss any additional services you may require.
Thank you for viewing the Library and Archives Orientation!

Please let the staff member on duty know you have completed the presentation, so that he or she can update your patron record. If you have any questions regarding the rules you have just seen, please let us know. If you need a reminder while you work, these rules can also be found at the end of each table in the Reading Room.
CONGRATULATIONS

You are now ready to use the collections of the Rock and Roll Hall of Fame + Museum!