

North Carolina Museum of Art

Art Reference Library

Visitor and Use Policy

Last updated July 2021

Introduction

The Library collects materials in support of the Museum's art collection and the artists that created it, exhibitions past and present, and the history of art in general. The collection now comprises over 40,000 volumes and includes monographs and exhibition catalogues, periodicals, auction catalogues, and artist files.

The collection is noncirculating and made accessible for in-library use only.

Visiting and Using the Library

- All briefcases, backpacks, umbrellas, and large bags must be deposited in a locker in the East Building entrance lobby. When lockers are not available, the Library staff reserves the right to ask patrons to place their personal belongings in a designated area in the Art Reference Library for the duration of their visit.
- Anyone who removes materials from the Art Reference Library without authorization will lose all privileges and may be assessed a fine and any replacement costs for the materials.
- Library and archival materials may not be removed from the premises. Personal materials are subject to search upon leaving.
- Please turn off or silence your cell phone while using the Library. Cell phones may be used on O Level outside the Art Reference Library.
- Food may not be brought into or consumed in the Library. Water in a lidded travel container or bottle may be consumed on O Level outside the Art Reference Library.
- Library visitors are expected to use personal laptop computers for long-term research and personal needs while in the Library.
- Library visitors may use only pencils when working in the Library. Do not mark pages, use Post-it notes, or write on top of or inside library materials.
- If you require copies or scans of materials, please consult with Library staff upon your visit.

Conflict of Interest

Library staff may not provide authentications or make appraisals (statements as to monetary value) for objects, books or manuscripts, or other related materials.

Professional art consultants and appraisers wanting to consult the Library's resources to support their practice are welcome to do so; however they must do so independently. Library staff may not assist such professionals with in-depth research so as to avoid the appearance or creation of a conflict of interest in using collection materials for profit-making activities.

Library staff may decline to assist with or provide response to any query when they deem it inappropriate, noting that their response could be perceived as an official act or opinion of the Museum or Library.

Responsibility

The Librarian is the final authority with regards to enforcing this policy.