

OBJECT LAB USAGE GUIDELINES FOR STUDY COLLECTION OBJECTS

Instructions for Checking out Study Collection Objects:

- Come to the VMR and ask one of the staff to open the cabinet(s) for you to retrieve the object(s) you'd like to view. Though making arrangements ahead of time is not required, it is recommended in case one of us is not immediately available.* We will check the item(s) out for you in our database.
- Once you are done viewing an object, please come to the VMR and we will put the object(s) away and lock the cabinet(s) for you.
- Any object that needs to leave the Object Lab for a class should be transported on a cart. Whenever possible, we will help you transport the object to the classroom. If prior arrangements are made, we will also help you transport the object back the Object Lab when you're finished.

*If you must view an object right away and no one is in the VMR, the library has a copy of the key. Please go to the reference desk or ask a library staff member for the key during library hours.

Instructions for Handling Study Collection Objects:

- Wash your hands prior to handling items.
- Do not wear gloves when handling objects unless a VMR or library staff member instructs you to do so.
- Use both hands when moving objects and never pick up an object by its handle or appendage.
- Though objects are meant to be handled and will show signs of wear over time, if an object breaks or is damaged during use, please alert a VMR staff member immediately.

VMR staff:

Associate Director of VMR and Study Collection Librarian: Barb Elam (barb.elam@bgc.bard.edu; 212-501-3085)

Archivist and Digital Collections Librarian: Mike Satalof (mike.satalof@bgc.bard.edu; 212-501-3084)