

CRANBROOK ACADEMY OF ART LIBRARY POLICIES FOR PUBLIC USE

The Cranbrook Academy of Art Library is a private library that serves the students, staff, and faculty of the school. The collections are made available on a limited basis to researchers interested in contemporary art, art history, and the artists affiliated with Cranbrook. Because the facility is small, the following policies are in place for public use of the collection:

- Researchers are welcome to use the library collections on site, but circulation is limited to Cranbrook students, staff, and faculty. However, the CAA Library participates in two interlibrary loan services: MeLCat and OCLC. Researchers are encouraged to request circulating books, DVDs, and VHS tapes through their home libraries. Non-circulating materials include periodicals, reference books, special collections materials, masters' theses, and recorded lectures.
- Backpacks and book bags should be left at the front of the CAA Library while researchers are in the stacks.
- For access to special collections materials, for extensive research assistance, or for library tours, an appointment should be made in advance (248-645-3355) – library staff on duty may not have the extra time needed to fulfill these requests on a walk-in basis.
- Researchers are welcome to make photocopies from CAA Library materials. Charges are 10¢ each for black & white photocopies and \$1.00 each for color photocopies. Researchers should be prepared to pay by cash or check at the time the copies are made; the library is unable to accept debit cards or credit cards.
- Access to the Thesis Room is limited to current students, staff, and faculty. Library staff will retrieve individual theses for researchers upon request. Photocopies of theses are allowed only with the permission of the authors.
- Use of the CAA Library workstations is limited to searching the Cranbrook Libraries' online catalog and related research databases. E-mail, word processing, unrelated Web-based research, and other online activities should not be done on CAA Library computers.
- Researchers are welcome to make up to 25 free prints per day from the library's printers for research related to the Cranbrook collections. Additional pages are 10¢ each. Prints may not be made for any other purpose.
- If at all possible, children should not accompany the researcher to the CAA Library for several reasons: many of the materials in the collections are fragile or inappropriate for children (this library serves a graduate-level studio art program),

the Internet service is not filtered, and there are no collections at a suitable level for children. If children are brought into the library, they must be closely supervised by the researcher to monitor their access to library materials and to make sure their behavior does not disturb other library users and staff.

- Photography of the library's interior is permitted for personal use. For professional or commercial use, arrangements must be made in advance through Cranbrook's Public Relations Department (248-645-3492).
- The CAA Library conference room is available for rent by appropriate organizations. Please contact the Cranbrook Events office (248-645-3226) for additional information and fees.

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