



NATIONAL GALLERY OF ART

Library Reader Services

- Hours** Monday, 12 noon to 4:30 P.M.
Tuesday through Friday, 10 A.M. to 4:30 P.M.
(Closed Saturday, Sunday, and on federal holidays)
- Contacts** Reference Desk: (202) 842-6511
Web site and library catalogs: *library.nga.gov*
E-mail: *library@nga.gov*
- Procedures** Please leave briefcases, bags, computer cases, large purses, coats, hats, umbrellas, and books at the checkroom near the East Building entrance.
Present the pink check-in card to the reference librarian; feel free to ask for an orientation or to discuss research questions.
Sign the library register at the circulation desk at each visit.
Use only pencils and ballpoint pens, and exercise care in handling books.
Inquire at the circulation desk for regulations governing rare books, special collections, and materials checked out to staff.
- Retrievals** To request an item, print out its catalog record, write your name on the sheet, and submit it at the circulation desk. Books are usually delivered within 15 minutes.
Books are retrieved between 10 A.M. and 12 noon, and from 1 to 4 P.M.
Up to ten books or journals may be requested per day. Please examine books in the Reference Reading Room, rather than in the atrium of the Study Center.
- Reserves** Books needed again within a few days can be held at the circulation desk—ask for a book reserve form.
- Photocopies** Photocopy machines are in the northeast corner of the reading room.
When copying, please conform to copyright regulations (TITLE 17, U.S. CODE).
- General** Turn cell phones OFF before entering the reading room.
Personal photography and scanning are not allowed in the library. Consult a librarian for information on reproducing material from books.
Use of the library is by appointment: please call the reference desk in advance at (202) 842-6511 to schedule a visit.