

NORMAN ROCKWELL MUSEUM

NORMAN ROCKWELL MUSEUM ARCHIVAL COLLECTIONS ACCESS POLICY

Location and Hours

The Norman Rockwell Museum Archival Collections
Norman Rockwell Museum
PO Box 308
9 Glendale Road
Stockbridge, Massachusetts 01262

Hours by Appointment

Archive Staff

Venus Van Ness, Archivist
Venus@nrm.org or 413.298.4100 ext 251

Introduction

The Norman Rockwell Museum Archival Collections (“the Archive”) are the largest and most comprehensive archival collection relating to the life and art of Norman Rockwell, and a repository for collections relating to the art of illustration, both historical and contemporary. Housed at the Norman Rockwell Museum in Stockbridge, MA (“the Museum”), and searchable online at www.nrm.org, the Archive comprises the cornerstone collection of the Rockwell Center for American Visual Studies (RCAVS). The first of its kind in the nation, this research institute promotes contextual scholarship relating to American illustration, and supports the Museum’s mission to preserve and interpret this important aspect of American visual culture.

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The Archive preserves and makes accessible collections relating to the life and art of legendary American illustrator, Norman Rockwell, as well as materials bringing to light the work of other noted illustrators, whose contributions reflect the evolution of this vibrant and ever-changing American art form.

Reference and Research Services

The Archive is a repository for the historical records of Norman Rockwell. Its primary purpose is to document the history of Norman Rockwell and the Norman Rockwell Museum, as an institution, while providing source material for staff, the museum community, scholars, authors, artists, educators, and other interested persons who seek to evaluate the impact of published imagery on the history of art, society, and culture.

Archive staff will provide to the fullest extent possible collection guides, finding aids, and indexes as well as personal assistance to facilitate the research process.

Archive staff can assist the researcher by providing:

- Information about archive holdings
- Instruction and advice in locating and handling material
- Document duplication services

Archive staff will be unable to provide:

- Extensive, specialized or evaluative research
- Monetary appraisal of collections of documents, books or memorabilia
- Critical review of manuscripts or fact-checking

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Researchers requesting extensive research and reference service may find it necessary to hire an independent researcher. For extensive projects, research fees may apply.

Archival Collections

The Archive comprises the following types of materials:

1. Photographic prints, film-based materials, and digital files
2. Correspondence, including business and personal correspondence and fan mail
3. Ephemeral materials, including published first uses of Norman Rockwell's imagery in magazines, books and periodicals
4. Sound recordings, including an extensive collection of oral histories, and motion picture film
5. Personal manuscripts
6. Authentic costumes and props

General Access

The Archive is open to the public for the purpose of private study, scholarship, or research. The Archive is accessible by appointment only. Access to the Archive is granted upon completion of the Application for Access to the Archival Collections form describing the research project and indicating the collection to be consulted. The Application form is available on the Museum's web site, www.nrm.org. The Museum will consider requests for access on a case-by case basis. Response to requests for access will be made within 60 days.

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—Collections may be unavailable for research due to incomplete organization or description, possible violation of right to privacy of living authors, purchase stipulations, or donor restrictions.

—The Archive attempts to make original documents available to researchers when possible; however, the fragility of some objects may necessitate a photograph, photocopy, or digital image for patron use. If materials are temporarily withdrawn from the Archive, researchers will be informed of special access conditions.

—Some designated collections may be examined only with the written permission of the donor or the donor's representative. To obtain permission, photocopy a Papers Permission form, or an Oral History Permissions form, located at..., sign and date it, and prepare a cover letter describing the nature of your research. The Norman Rockwell Museum will forward it to the donor, who will determine the conditions of access. When the completed form is returned to the Museum by the donor, you will receive a notification of terms by the Archive staff. The Archive does not accept access permissions from anyone other than donors or their representatives, and the Archive is unable to act as a permissions agent or advocate. Only original signatures will be accepted. Telephone permissions, faxes, photocopies or completed forms sent or brought to the Archive by researchers are not acceptable. Permission forms will be co-signed by the researcher, indicating that the donor's specified terms are accepted and understood.

Archive Reading Room Policies and Regulations

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The Norman Rockwell Museum Archive Reading Room is for use by patrons using the Archive. We may require users who are 18 or younger to be accompanied by an adult.

—Patrons must sign in each day and complete any paperwork required for access.

—Archive staff will check personal possessions and provide the patron with pencils and paper to take handwritten notes.

—Archival materials must be consulted in the Reading Room and may at no time be removed.

—To protect the rare and valuable material in the Archive the following materials are not permitted in the Reading Room:

White paper (unless approved by Archives staff)

Tobacco

Beverages

Food

Spiral Notebooks

Folders

Post-Its

Clipboards

Highlighters

Pens

Coats, Hats, Purses, Back Packs, Brief Cases, or Other Bags

Paper Clips

Newspaper

Sharp Instruments

Tape (Masking, Clear, Duct)

—If removed from case or carrier, laptop computers may be used.

—Researchers may not remove collections from the Reading Room and are not permitted in stack areas

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— Researchers must follow other guidelines outlined at the discretion of the Archive staff

-- In the event of a violation of any of these rules or guidelines, the Archive staff may require an individual to leave the Archive premises and may deny an individual future access to the Archive.

Requesting and Handling Materials

— The researcher should review the archival finding aids or work with Archive staff to identify what precisely the researcher would like to view.

— To page archival material, the researcher must use the appropriate call slips supplied by the Archive staff. The researcher may use only one archival box or portfolio at a time.

— The researcher must handle materials carefully. The researcher must make sure that hands are clean and dry at all times. Do not fold or alter archival material. Keep archival material flat at all times. Never use correspondence or photographs as a writing surface. Turn pages slowly and carefully. Be careful of corners and brittle paper.

— The researcher must preserve the existing arrangement of the material within folders and boxes. If anything appears to be misfiled, the researcher should not attempt to move it, but call it to the attention of the Archive staff.

— Archive staff may request that researchers wear conservation gloves when working with certain materials. Gloves will be provided by the Museum.

Use and Reproduction of Materials from the Archive

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Permission to examine material does not automatically include the right to photocopy. Researchers are not permitted to use any personal device to create a photocopy of materials in the Archive. Researchers wishing copies of archival materials must fill out and sign a Copy Request form and tag pages to be copied with acid-free flags available at the Reference Desk.

The Archive abides by the Copyright Law of the United States. Title 17 of the United States Code governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

The Archive may decline a request for photocopies because the materials are oversized, too fragile, or where fulfilling the request would, in the judgment of the Archive staff, involve violation of copyright law. Copies are generally available in a week and mailing costs will apply. Prepayment for photocopy and photographic services is required for all orders.

—The researcher may request scans or photographs of materials from archival collections. The limitations on photocopying also apply to

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scanning and photography requests. Museum fees apply for digital image scans and reproductions.

– There is a self-service preservation photocopier in the Archive Reading Room on which researchers may make reference photocopies of materials that are in good condition. All copyright laws must be observed. Copies are \$.25 per page on site and \$.30 for off-site researchers. Digital scans are \$.50 per page. Copies of DVDs or CDs vary from \$2 - \$5, depending on content and time required to prepare the disc.

-- By providing photocopies, digital images and electronic copies, the Archive does not convey the right to publish or reproduce materials from the Archive. It is the legal responsibility of the researcher to secure permission to publish, not only from the institution having custody of the archive materials, but also from the owner of copyright. Please see the Licensing and Permissions section, below, for contact information of copyright owners.

– Researchers seeking permission to publish materials from the Archive must complete and submit to the Chief Curator the Permission to Publish Application form. The form is available from the Museum's website or from Archive staff. The Archive may deny permission to publish if, in its judgment, the use would compromise the integrity of the collection or violate donor requirements, copyright law, or the privacy of a living individual. Permission to publish may also be denied if the Museum already is engaged in researching or publishing a proposed theme.

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– The researcher agrees to indemnify and hold harmless the Norman Rockwell Museum, its officers and employees, from and against all claims and actions arising out of the researcher’s use of archival collections.

Credit and Citations

Any mention or excerpt of material from the Archive that appears in a professional lecture or publication should include a proper citation to the Archive.

Collections should be cited as follows:

Norman Rockwell Museum Archival Collections, Norman Rockwell Museum, Stockbridge, MA.

Five copies of any publication that relies on material from the Archive must be provided to the Museum. [Insert contact/address]

Licensing and Permissions

Please be advised that the Archive and the Norman Rockwell Museum hold no copyrights for any works by Norman Rockwell. Researchers are responsible for securing appropriate copyright permissions for their use of materials from the Archive.

Depending on the complexity of your request, you may need to contact more than one copyright holder. If you have any questions, please [contact Registrar Thomas Mesquita/Photographic Services](#) at 413 298 4100 ext 278, and we will be happy to assist you in determining the appropriate rights holder(s).

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1000 Waterway Boulevard
Indianapolis, IN 46202
Phone (317) 633-2070
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For images from *The Adventures of Tom Sawyer*, *The Adventures of Huckleberry Finn*, and *Poor Richards Almanac*:

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