



GILCREASE
M U S E U M

*Thomas Gilcrease Institute
of American History and Art*

Reader's Guide to the Helmerich Center for American Research



Helmerich Center for American Research
2501 W. Newton St.
Tulsa, OK 74127

Head Librarian
renee-harvey@utulsa.edu
t: 918-631-6441

About the Library

What are the library's hours?

The library is open from 10:00 a.m. to 4:00 p.m., Monday through Friday. However, you must make an appointment to conduct research in the library. Appointments may be made by calling the librarian at 918-631-6441 or by email at renee-harvey@utulsa.edu. The Maxine and Jack Zarrow Reading Room is closed for lunch from noon to 1:00 p.m. every day.

Using the Library

Arrival

At the time of your appointment, the librarian will meet you at the entrance to HCAR. You will sign in at the entrance desk. Lockers are available near the HCAR front desk for you to store your bags and other personal items. The librarian will escort you to the Maxine and Jack Zarrow Reading Room.

Departure

You will turn in your lock to the librarian. You will also sign out at the main entrance desk.

What can I bring into the Reading Room?

You may take pencils, paper, and a laptop into the reading room. You may not bring books, ink pens, highlighters/markers, food, or drinks into the reading room.

How do I connect to the internet?

The librarian will provide you with a cord to connect to the hard-wired reading tables in the reading room, or you can connect to Wi-Fi.

Can I take books out of the library?

No. All of the library's materials must be used within the library.

Maxine and Jack Zarrow Reading Room

The Maxine and Jack Zarrow Reading Room is the reading room for manuscripts, rare books, and photographs. If possible, all requests for materials are made through the librarian prior to your visit.

May I use the Maxine and Jack Zarrow Reading Room during the lunch hour?

All material must be returned to the reading room supervisors at noon and you must exit the reading room for lunch. You can retrieve material when the supervisors return from lunch at 1:00 p.m.

Copyright and Permission to Publish

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Digital Photography

Is digital photography allowed in the reading room?

Yes. Please refer to your request to conduct research guidelines. However, no flash photography is allowed in the reading room. <http://gilcrease.utulsa.edu/Visit/During-Your-Visit/Policies/Reproduction-Policy>.

Can I use my own images for publication?

You must obtain written permission from the Rights and Reproduction Department to use your digital images in web or print publications. <http://gilcrease.utulsa.edu/Visit/During-Your-Visit/Policies/Reproduction-Policy>.

Library Services

How do I obtain a reproduction of rare materials?

Contact the Rights and Reproduction Department to request reproductions of rare materials at <http://gilcrease.utulsa.edu/Visit/During-Your-Visit/Policies/Reproduction-Policy>.

How do I obtain photocopies of materials?

We do not photocopy rare materials. Consult the librarian for materials that may be photocopied.

Contact Information

Renee Harvey
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918-631-6441

Natalie Panther
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918-631-6414