



GILCREASE MUSEUM
Helmerich Center for American Research

Researcher's Guide to the Helmerich Center for American Research



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

Anne and Henry Zarrow Library
and Hardesty Archival Center
hcarlibrary@utulsa.edu
918-631-6449

Anne and Henry Zarrow Library and Hardesty Archival Center

Where are the library and archive located?

The Anne and Henry Zarrow Library and Hardesty Archival Center are located inside the Helmerich Center for American Research (HCAR), on the grounds of the Thomas Gilcrease Institute for American History and Art, known as the Gilcrease Museum. During the Gilcrease Museum construction project, the main entrance to HCAR is not accessible. To access HCAR, the address 2501 W. Newton works best for navigation. Once you turn onto Newton, parking is available on the south-side of HCAR in the Brannin Parking Lot, and you will enter on the east-side of the building.

What are the library and archive's hours?

The library and archive are open from 9:00 a.m. to 4:30 p.m., Monday through Friday, by appointment only. Appointments may be made by calling 918-631-6449 or emailing hcarlibrary@utulsa.edu. The Maxine and Jack Zarrow Reading Room is closed for lunch from noon to 1:00 p.m. each day.

Using the Library and Archive

Arrival

At the time of your appointment, the librarian will meet you at the guest services reception desk located at the east-side entrance to HCAR (near the Sequoyah statue). Lockers are available near the reception desk for you to store your bags and other personal items. The librarian will escort you to the Maxine and Jack Zarrow Reading Room. Your first visit to HCAR will begin with a brief tour and orientation.

COVID-19 Protocols

At this time, all people entering the Helmerich Center for American Research are encouraged to wear masks indoors. A mask can be provided for you.

Departure

You will turn in your lock to the guest services receptionist. For the security of our collections, the receptionist will also do a bag check before your departure. You will then sign out at the reception desk with our guest services receptionist.

Maxine and Jack Zarrow Reading Room

The Maxine and Jack Zarrow Reading Room is the reading room for library and archival materials, including manuscripts, rare books, and photographs. If possible, please submit your requests for materials to hcarlibrary@utulsa.edu prior to your visit.

What can I bring?

You may bring pencils, paper, and a laptop, and a phone into the reading room. Paper and pencils will also be provided. Please set your phone to silent and/or use headphones so as not to disturb other researchers and staff. You may not bring books, ink pens, highlighters/markers, food, or drinks into the reading room. There are water fountains in the hallway and a break room in the northwest corner of the building.

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 may connect to the guest Wi-Fi.

Can I check books out of the library?

No. All library and archival materials must be used within the reading room.

How do I handle the materials?

Please handle the materials with care. For your first visit, the librarian will review relevant procedures and offer recommendations for handling. Failure to comply could result in termination of research privileges.

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

No, the reading room will be closed from 12:00pm - 1:00pm each day. All materials must be returned to the reading room supervisor at noon before you exit the room. You may retrieve materials when the supervisor returns from lunch at 1:00 pm.

Copyright and Permission to Publish

Please contact the Rights and Reproduction Department for permission to publish at <https://gilcrease.org/about/reproduction-policy/reproduction-request/>. It is the responsibility of the researcher to obtain necessary permissions for those

materials for which the Museum does not own the copyright or for which other restrictions may apply. **Please note:** *During the construction phase of the museum, there is a moratorium on all new photography for reproduction purposes. If no images exist for the collection item(s) requested, this may impact your ability to obtain high-resolution images of archival materials.*

Digital Photography

Is digital photography allowed in the reading room?

Yes. However, no flash photography is allowed in the reading room.

Can I use my own images for publication?

You must obtain written permission from the Rights and Reproduction Department to use our digital images in web or print publications. Please see the previous section.

Library Services

How do I obtain a reproduction of rare materials?

Contact the Rights and Reproductions Department to request reproductions of rare materials at

<https://gilcrease.org/about/reproduction-policy/reproduction-request/>.

How do I obtain photocopies of materials?

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

Contact Information

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918-631-6449

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