



GILCREASE MUSEUM
Helmerich Center for American Research

Researcher's Guide to the Helmerich Center for American Research



Helmerich Center
for American Research

Physical address:
2501 W. Newton St.
Tulsa, OK 74127

Mailing address:
800 S Tucker Dr
Tulsa, OK 74104

Anne and Henry Zarrow Library
and Hardesty Archival Center

hcarlibrary@utulsa.edu

918-631-6449

<https://gilcrease.org/helmerich-center/>

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.

Using the Library and Archive

Making an appointment

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 submitting the online [Request to Conduct Research Form](#).

Arrival

At the time of your appointment, please enter through the east-side entrance to HCAR (near the Sequoyah statue). Please bring a government- (tribal, state, or federal) or university-issued photo ID to show upon arrival when you sign in at the reception desk. Lockers are available for you to store your bags and other personal items that may not be brought into the 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 welcome to wear masks indoors. A mask can be provided for you.

Departure

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

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, loose paper, 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 bound notebooks, laptop/tablet covers or cases, 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?

You may connect to the WiFi using the network named "TUvisitor." Once you select the network, you will be directed to a browser site for the University of Tulsa and asked to type your name and email address and accept the terms of use.

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?

Clean, dry hands are best for handling most paper-based archival materials. Please wash and dry your hands in the restrooms down the hall prior to entering the reading room. Nitrile or cotton gloves will be provided for photographic and other fragile materials as needed. For your first visit, the librarian will review relevant procedures and offer guidelines for handling. Failure to comply could result in termination of research privileges.

Copyright and Permission to Publish

Please contact the Rights and Reproductions 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?

Reproduction is permitted only from materials supplied by the Gilcrease Museum's Department of Rights and Reproductions. Please see our Reproduction Policy for more information: <https://gilcrease.org/about/reproduction-policy/>

Citation Guidelines

Please use the following template for citations of library and archival materials quoted or referenced in your publications:

[Item title], [Accession no.], [Box/Folder info], [Collection title], Helmerich Center for American Research at Gilcrease Museum, Tulsa, Oklahoma.

Example:

Ethan Allen Hitchcock, Diary 11, January - September 1839, 3626.305, Box 1, Ethan Allen Hitchcock Manuscript Collection, Helmerich Center for American Research at Gilcrease Museum, Tulsa, Oklahoma.

Contact Information

Jana Gowan
Reference and Outreach Librarian
hcarlibrary@utulsa.edu
918-631-6449

William R. Smith, Ph.D.
Associate Director, HCAR
william-smith@utulsa.edu
918-631-6414