Yale University Library Map Collection Rare Print Map Viewing Policy

Policy updated as of 101012005

General:
Patrons who want to view rare maps from the Yale University Map Collection must adhere to the following policy. Rare maps are defined as maps located in the Strong room or Curator's office and have an asterisk (*) prefix leading the call number. Due to the rarity and value of these maps, patrons must fill out the Yale University Map Collection Rare Print Map Viewing Request Form on the opposite side of this sheet.

Viewing Area:
Patrons may only view one rare map at a time and must fill out one request form per rare map. Patrons may only view rare maps in the Map Collection Reading Room. Coats and bags are not allowed in the Map Collection Reading Room. A magnifying glass will be provided for viewing rare maps by the Map Collection staff if needed.

Reproductions:
Patrons are allowed to bring cameras into the Reading Room and take photographs of rare maps under the supervision of the Map Collection staff. However, patrons must get permission to publish any images taken or the rare maps from the Map Curator. Requests can be made for high quality scans or print reproductions of rare maps by filling out the Yale University Library Map Collection Scan and Print Request Form.
Yale Map Collection Rare Print Map Viewing Request Form

Patron Section:

Requestor Name: ________________________________________________________________

Request DTG: Year____ Month____ Day____ Time____ AM____ PM____

Finish DTG: Year____ Month____ Day____ Time____ AM____ PM____

Reason for request: ____________________________________________________________

Item Title: ________________________________________________________________

Item Date: _______________________

Item Call Number: __________________________________________________________

Item Format: Sheet____ Covers— Small____ Atlas— Globe—

I, the undersigned, have read and understand the Yale Map Collection rare map viewing reproduction policy and agree to its terms.

Signature: ___________________________________________________________________

Staff Section:

Staff Name (map retrieval): _____________________________________________________

Retrieval location: Strong Room____ Curator's Office____

Retrieval DTG: Year____ Month____ Day____ Time____ AM____ PM____

Condition of map when retrieved: _______________________________________________

Number of plates/pages (for Atlases) when retrieved: _____________________________

Staff Name (map secured): _____________________________________________________

Secured DTG: Year____ Month____ Day____ Time____ AM____ PM____

Condition of map when secured: _______________________________________________

Number of plates/pages (for Atlases) when retrieved: _____________________________

Secured location: Strong Room____ Curator's Office____