

Yale University Library Map Collection Rare Print Map Viewing Policy

Policy updated as of 10/01/2005

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 of 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 ___