Davis Art Archives Room

The Davis Art Archives Room supports the museum’s teaching mission and is available for research related to provenance, object files, publications, archival photographs, and collection histories.

For assistance in requesting access to museum object files or exhibition files, please contact Linde Family Foundation Coordinator of Academic Access Miriam Valle-Mancilla (mvallema@colby.edu) at least two weeks in advance. Visits are scheduled on a first-come, first-served basis. Faculty and students can make appointments directly with the coordinator at least two weeks in advance. Research appointments outside of this time frame can be requested. Appointments are limited to 60 minutes.

Materials found in the museum’s object files and exhibition files are property of the Colby College Museum of Art and may be subject to restricted access. Requests to photocopy must be approved by the Registrars and Collections Department. The Museum may decline such requests because the materials are oversize, fragile, or fall outside the “fair use” standard. Copyrights and other proprietary rights in the materials may also be owned by individuals and entities other than, and in addition to, the Colby College Museum of Art.

When Visiting the Davis Art Archives Room, please observe the following guidelines:

- Notes must be taken with **pencils only**: pen and markers are not permitted
- Researchers must be accompanied by a museum staff member at all times
- No food or drink allowed in the Archives room
- Materials in the Archives room cannot leave the room. Screened materials may be photocopied in the Registrar’s office
- The Archives room is a secure area under camera surveillance at all times
There are times when the condition and content of requested materials may limit their public accessibility. The Coordinator reserves the right to restrict access to object files in the Davis Art Archives for any reason. This may include: the condition of the object files requested; the number of files requested; the purpose of the access; and the sensitivity of the object file’s contents. Further, researchers may view only those materials that have been screened by the Coordinator and for which there are finding-aids available. The Coordinator may limit the quantities of material examined at one time.

When looking at object files, this does not include the right to photocopy. Requests to

Requests to protected by copyright laws and may be covered by other restrictions as well.

The Davis Art Archives are made available for limited non-commercial, educational, and personal use only, or for fair use as defined in the United States copyright laws.

Faculty and Students

For extended research outside of office hours for 60 minute time slot, files may not leave the Archive Room, therefore a separate appointment can be made to use a personal work space in the Registrar’s Offices.

Non-Colby researchers

If non-Colby scholars wish to access these files, they are to be accompanied and supervised by the relevant curatorial staff member at all times.