

Marquand Library of Art and Archaeology

McCormick Hall
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<http://marquand.princeton.edu/>

Librarian: Sandra Brooke
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(609) 258-5860

Asst. Librarian: Rebecca Friedman
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(609) 258-3163

Hours*

When classes are in session:

Monday – Friday	8:30 am – 11:45 pm
Saturday	10:00 am – 10:45 pm
Sunday	Noon – 11:45 pm

During the summer:

Monday – Thursday	8:30 am – 8:45 pm
Friday	9:00 am – 5:45 pm
Saturday and Sunday	Noon – 5:45 pm

Food, Drink and Cell Phones

Neither food nor drink is allowed in Marquand, including water bottles. Marquand Library contains many rare and unique materials, which cannot be replaced. Cell phones are prohibited. Please set to vibrate and do not answer calls while in the library, including in the stairwells.

The Collection

In 1908 Allan Marquand, founder of the Department of Art and Archaeology, formally deeded his personal library to the University. Since that time, the collection has grown to more than 300,000 volumes on site in Marquand, and over 100,000 in off-site storage. The holdings range from classical archaeology to contemporary art with particular strengths in the history of architecture; Medieval, Renaissance, Baroque and Byzantine art; photography; Classical, Medieval, Islamic and Pre-Columbian archaeology and Far Eastern art and archaeology.

Access to Collections

Marquand is a non-circulating library. Patrons must show the desk attendant a Princeton photo identification card or an access pass from the Firestone Library Access Office along with a photo identification card. All bags must be presented for inspection upon entering and leaving the library. Absolutely no food or drink may be brought into the library, including water bottles.

* Hours are subject to change during University recesses and intersessions, and the Library will normally be closed on University holidays.

Most books and periodicals are classified according to Library of Congress call numbers, although a few books still have Richardson call numbers. All books are arranged by size: octavo, quarto, folio and elephant.

The rare book vault is open to patrons from 9 am until 8 pm during the school year (9-5 during the summer and recesses), Mon.-Fri. Rare book usage requires an additional photo identification card obtained from the Library Access Office and identical to the card used to access materials in Firestone's Rare Books and Special Collections department. One may only bring a laptop and/or a pencil into the rare book reading room and may consult only one item at a time. Digital cameras are permitted. Paper will be provided. The rare book reading room's space is limited, so advance notice to consult an item(s) may be necessary.

If a Marquand book is charged/renewed/overdue in the library catalog, please ask at the front desk to determine to which shelf or carrel--or faculty office--the book is charged. If the carrel holder is not present, you may borrow the item for a brief period. Please return the book before leaving the library, and kindly leave a green form indicating that the book was removed.

Collection Designators

All Marquand materials are marked with the designator **SA** (Seminar Art). Marquand also includes the following collections:

SAX Rare Books
SAPH Photography
SARP Course Reserve
SARF Reference
TANG Tang Reading Room
Current Unbound Periodicals

Collection Locations

1st Floor

SAPH Photography
SARP Reserves
SAX Rare Books
SARF Reference
Current Unbound Periodicals

2nd Floor

ND octavos and quartos
TANG Tang Reading Room

A Floor

A-N octavos and quartos

B Floor

NA-Z octavos and quartos
Richardson octavos and quartos
Folios (call numbers ending with f)
Elephants (call numbers ending with e)

Materials from the Annex and ReCAP may be requested via the library catalog page, and take 24-48 hours to arrive in Marquand. Please note that the majority of Marquand items requested from ReCAP are not to be removed from Marquand Library.

Services

Reference and Instruction

Librarians are available Monday through Friday or by appointment. Please call 258-3163 or 258-3783 to schedule an appointment. Librarians are also available for library orientations/tours and instruction for individuals, small groups, and classes.

Reserves

Course reserves—books and photocopies—are available from the reserve desk immediately to the right of the entrance. Materials may be checked out for either three hours or overnight after 9 pm, depending on the item.

Books and photocopies on reserve are listed by instructor, department and course on the Course Reserves tab in the library catalog. Electronic reserve material is available online via the Electronic Course Reserve Service, <http://lib-terminal.princeton.edu/ereserves/logon.asp>, with a username and password supplied by one's instructor. Alternatively, electronic readings are available via Blackboard.

Carrel and Shelf Reservations

Art and Archaeology enrolled and DCE graduate students, senior majors and in-residence faculty are eligible for carrels. Space is limited, and patrons outside of A&A will be assigned carrels based on availability and a stated need to consult Marquand materials on a regular basis. A carrel/shelf request card may be filled out at the front desk. Visiting Scholars may request shelf space on the second floor. All other patrons may reserve up to ten books at a time on a Reading Room shelf for up to two weeks (renewable at the front desk).

Books are generally charged to carrels and shelves for the academic year – June 1st – June 1st, or else for a semester, depending on one's length of stay at Princeton. All books must be returned or renewed by June 1.

Laptops

The library has five Dell laptops available for student use. Students may check a computer out for 5 hours at a time. These laptops may not be removed from the library.

Internet Connections

Ethernet connections are available at every seat in the library. The entire library has wireless connectivity. Personal laptops must be registered in order to access the network. Wireless cards and ethernet cords are available from the front desk.

Scanning

The library has two color flatbed scanners available for patron use. Images made with the library machines may be saved to a flash drive, a CD, the network, or directly into a document. A color printer is also available at these workstations, and a Marquand staff member can set up a color printing account (cash or check accepted). As of spring 2008,

Marquand has a new overhead scanner used to make fast scans that can be saved to a flash drive or e-mailed.

Microfilm and Microfiche Reader/Printer

A reader/printer, equipped with a PC, is available on the second floor of the library in the microforms area. This machine may also be used to digitize microfilm and microfiche. Please ask at the front desk for assistance.

Photocopying

Marquand has two black & white copiers. The copiers take copy cards or Paw Points but do not take coins. Photocopy cards may be purchased at Firestone library and a few other locations, or Paw Points can be added to one's account via <https://services.jsatech.com/index.php?cid=69>.

Please note that one must comply with copyright law when photocopying. Please bring the book to the front desk before photocopying or scanning – some items may not be copied because of their physical condition or size.

Personal digital cameras with no flash are allowed in the library. Please ask at the front desk or e-mail marquand@princeton.edu if you need publication photographs or slides/digital images made from an item in Marquand's collection. Fees will be charged in most cases.

Important Note about the Care and Handling of Books

Please shelve books upright on bookshelves. If a book is too large to fit on the shelf upright, please place it on its spine. Be sure to use bookends to support the books, and never pile books on the floor, so that our maintenance staff may clean in and around carrels. Do not use self-adhesive markers (post-its) in books as the adhesive damages the paper, even after the marker is removed. Sticky tack is available for posting a limited number of items on carrel desks; please do not use tape.

Please do not reshelve books. Leave books on trucks or tables in stack areas or place them on the book truck beside the reserve desk. THANK YOU!