

PINACOTECA DO ESTADO DE SÃO PAULO

Walter Wey Library

# **REGULATIONS**

São Paulo

2011

## **Chapter I Preliminary Provisions**

Art. 1 The present set of Regulations contains the rules that govern and guide the services offered by the Walter Wey Library. All the library's users are subject to these regulations: staff, researchers and visitors.

## **Chapter II Opening hours**

The Walter Wey Library of the Pinacoteca do Estado de São Paulo is open to the general public Tuesday through Saturday from 10 a.m. to 5:30 p.m., and on Saturdays and holidays from 10 a.m. to 1 p.m. and from 2 p.m. to 5:30 p.m.

## **Chapter III Use of the space**

Art. 2 The reading room must be used only for research; it is prohibited to eat, drink, smoke, use a cell phone, or remain in the space for any purpose other than individual study or reading.

Art. 3 It is prohibited to sit on the tables, to damage the furniture, or to move any piece of furniture from its original position.

Art. 4 Users may not enter the administrative area.

Art. 5 Users may enter with notebooks and books not belonging to the collection, as long as they are shown to the employee on duty. Purses, backpacks, folders and bags should be left for safekeeping with the employee on duty, or left under a chair.

Art. 6 If the user leaves the space he/she should go out with all personal belongings (purse, notebook, etc.). The Pinacoteca do Estado shall not be liable for the loss of such objects.

## **Chapter IV Consultations**

Art. 7 The library's collection is noncirculating, and is to be used exclusively for on-site research; none of the materials may be loaned out to any users, with the exception of authorized staff.

§ 1 The visitor may consult up to 3 (three) books and 2 (two) folders at a time. After reading this material, he/she can then turn it back in and request new material, if desired.

Art. 8 Only members of the library staff are allowed access to the shelves. To consult the collection of books and artist dossiers, the user should talk to one of the staff, who will provide the necessary assistance.

§ 1 The periodicals and publications referring to the currently running exhibitions, displayed in the racks of the Consultation Room, may be freely accessed by users.

Art. 9 It is prohibited to write on, fold, or in any way damage any of the pages or covers of the books, periodicals, newspapers or any other material belonging to the collection. If a user

partially or totally damages an item, he/she must either replace it or pay the total cost of its replacement, whichever is deemed more convenient by the Coordination of the Library and the Technical Directorship.

## **Chapter V Photocopies**

Art. 10 The library offers photocopying service for articles in the periodicals section, folders, invitations and passages of catalogs in the folders; books, however, may not be photocopied. The amount charged for each photocopy should be paid at the ticket office on the ground floor, according to the current price list.

## **Chapter VI Loans**

Art. 11 This service is available only for current, full members of the Pinacoteca's staff. Trainees, temporary workers and outsourced staff can only borrow materials with the authorization of the Coordination he/she is under or his/her immediate superior.

§ 1. The loan should be made personally by way of an entry in the loan registry book. Even when on loan from the library, the material may not be taken off the museum's premises.

§ 2 No material can be taken out of the library unless the loan is duly registered.

§ 3 The material of the currently running exhibitions cannot be loaned out.

§ 4 Each staff member may borrow up to 5 books and 5 catalogs. The material may be kept for up to 30 days, counting the day of the loan.

§ 5 The loan can only be renewed personally, with presentation of the borrowed material.

Art. 12 The noncirculating collection (periodicals, albums, photographs, posters, postcards, etc.) should be consulted within the library.

Art. 13 If any material borrowed from the library is partially or totally damaged or lost, the borrower is responsible for the material's replacement.

§ 1 Any staff member who is discharged from the institution must return the material borrowed before leaving, or pay the relevant fine in the amount currently in effect.

Approved by the Technical Directorship

February 10, 2011