



## NATIONAL GALLERY OF ART

### *Library Reader Services*

- Hours** Monday, 12 noon to 4:30 P.M. (last entry at 4 P.M.)  
Tuesday through Friday, 10 A.M. to 4:30 P.M. (last entry at 4 P.M.)  
(Closed on Saturdays, Sundays, and federal holidays)
- Contacts** Reference desk: (202) 842-6511 (hours as above)  
Website & library catalogs: <https://library.nga.gov/>  
E-mail: [library@nga.gov](mailto:library@nga.gov)
- Procedures** Leave briefcases, bags, computer cases, large purses, coats, hats, umbrellas, books, food and drink at the checkroom near the East Building entrance.
- Check in with the reference librarian on duty; feel free to ask for an orientation or to discuss research questions.
- Sign the library register at the circulation desk at each visit.
- Use only pencils and ballpoint pens, and exercise care in handling books.
- Inquire at the circulation desk for regulations governing rare books, special collections, and materials charged out to staff.
- Retrievals** To request an item, click on “Request retrieval” to the right of its catalog record. For auction catalogs, print a call slip. Both are usually delivered within 15 minutes.
- Books are retrieved between 10 A.M. and 12 noon, and from 1 to 4 P.M.
- Up to ten books or journals may be requested per day. Please examine books in the reference reading room, rather than in the atrium of the Study Center.
- Reserves** Books needed again within a few days can be held at the circulation desk.
- Photocopies** Photocopy machines are in the northeast corner of the reading room. Limit copying to conform to copyright regulations (TITLE 17, U.S. CODE).
- For information on photography and scanning from books, consult a librarian.
- General** As a courtesy to fellow readers, turn cell phones off, and minimize the use of scented products.
- Initial use of the library is by appointment: please call the reference desk in advance at (202) 842-6511 to schedule a visit.