

# AMERICAN SIGN MUSEUM LIBRARY



## REQUESTING YOUR VISIT

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### Who can use the Library?

The Museum's Library is available for those who want to learn about American signage. A scheduled appointment is required. The library's content is best suited for ages 15 and up. Library users under the age of 18 will require an adult chaperone.

### How do I schedule a visit?

The Library is available Wednesdays-Saturdays for 2-hour time slots. Those wishing to stay longer will need to reserve multiple slots. Please make your request at least 3 weeks in advance. An ASM staff member will follow up to schedule and confirm. Request your visit by completing [this online form](#).

### Is there a cost with visiting the Library?

The Library is free with Museum admission. Click [here](#) for more info on the Museum's admission rates.

### I'm part of a research collective. Are groups allowed to visit the Library?

Yes, the Library can accommodate small groups of up to 6 per time slot. Please make sure to note this in your request as it may require extra time to book and schedule.

### Where is the Library and how do I access it?

Library visits are appointment-only. Once your visit is booked, you'll receive confirmation with entry instructions. Parking in the Museum's general lot includes accessible spots. The Library does not have an elevator at this time and those wishing to visit must ascend one flight of stairs to access it. Please contact [learn@americansignmuseum.org](mailto:learn@americansignmuseum.org) with any accessibility questions.

## FOR YOUR VISIT

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### May I borrow from the Library?

The Library is non-circulating therefore materials are for on-site use.

## **May I photograph, scan, or photocopy Library materials?**

The Library does not currently have a photocopying or scanning device. Digital apps such as Microsoft OneDrive or Adobe Scan (both free with an account) are strongly recommended for scanning or copying. When capturing a scan with your device, avoid bending or fully flattening the item. Most digital scanning apps can straighten or flatten the file even if captured at an angle.

## **How can I prepare for my Library visit?**

Library users can get prepared by reviewing the best practices below.

- Be curious to learn new things.
- Use only pencils.
- Preview the Library's catalogue online for a detailed listing of authors, titles, and topics.
- Avoid bringing outside food or drink.
- Please do not bring or use sticky notes, any type of tape or glue, or white-out.
- Bring your own device and use free Wi-Fi to research or use the online catalogue.
- Use the acid-free bookmarks provided rather than "dog-earing" books or Library holdings.
- Visit the Museum's galleries to connect what you're reading about to what's on-view.
- Please follow the posted ASM Rights & Reproductions Policy.
- Do not take Library items out of the Library or building.

## **What should I know about copyright?**

Holdings in the Museum's Library may be protected by the Copyright Law of the United States (Title 17, United States Code). Therefore, the making of copies, whether by photographs, photocopies, or other reproductions, may be subject to legal copyright procedures. Any other use, including reproduction or publication, requires the permission of the copyright holder. Please see the Museum's Rights & Reproductions Policy for instances where the Museum holds copyright.

# **THE ASM LIBRARY CATALOGUE**

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## **Can I recommend a book or material for the Library?**

Yes, catalogue suggestions are welcome. The Library collects books, materials, and other items that help celebrate, teach, and preserve the American sign industry. If you are interested in donating a book to the ASM Library, please contact [collections@americansignmuseum.org](mailto:collections@americansignmuseum.org).

## **What's in the Library's catalogue besides books?**

There are currently more than 1,000 items in the Library's catalogue. Besides books, you'll also find magazines, manuals, periodicals, advertising materials such as sales catalogues, auction catalogues, and more. The Library also features the full, hardbound collection of the Signs of the Times magazine.

## **What is Signs of the Times?**

Signs of the Times is known as the sign industry's "bible". First published in 1906 by former Billboard magazine owner W. H. Donaldson, it set out to support and educate sign-makers about the art and business of sign painting, electrical signage, and outdoor advertising. The Museum's Founder, Tod Swormstedt's great-grandfather served as the first editor for the magazine. Originally distributed to about 4,500 subscribers in 42 American cities, today more than 18,000 are subscribed across 112 countries. Learn more about this critical American industry publication by [visiting their website](#).

## **What is the difference between the Museum's Library and the rest of its collection?**

The ASM has both a Permanent and a Library collection, and both support the Museum's mission to celebrate the rich history of American signage. The Library Collection consists of printed materials, while the Permanent Collection includes the historically significant signs and objects that you may see in the galleries or [browse online](#).