



THE GEORGE WASHINGTON  
UNIVERSITY MUSEUM

THE TEXTILE MUSEUM

## The Textile Museum Arthur D. Jenkins Library Scholarly Archives Access

The Arthur D. Jenkins Library is a noncirculating research library dedicated to the textile arts. The library's multilingual collection of 20,000 items offers researchers access to artistic, cultural, historic, and technical information related to textiles. The Arthur D. Jenkins Library's archival holdings include the papers and research materials of the following:

Aga-Oglu, Mehmet  
Earthwatch Ecuador  
Sherrill, Sarah  
Giitinger, Mattiebelle

Ellis, Charles Grant  
Calico Printers' Association  
Emery, Irene  
Myers, George Hewitt

Materials in these archival collections can be viewed by visiting the library. Materials are available for serious study by confirmed appointment only. Every effort will be made to accommodate formal requests to see or to study specific documents.

We are committed to making archival materials accessible and serving a wide public. Inquiries are addressed as staff schedules allow, taking into consideration staff commitments and the need to safeguard the collection. Preference is given to scholars, students, artists, and professional museum staff. Projects for study must be specific and visitors are limited to material requested. Access to archival documents may require advance preparation by library staff.

### Research Request Guidelines

- All requests must be submitted a minimum of three weeks in advance of desired visit.
- Only appointments confirmed by the library will be honored.
- Confirm your appointment at least 24 hours in advance of your arrival.
- Only persons listed on the Request for Archives Access form will be permitted.
- Research will be conducted onsite at the Arthur D. Jenkins Library in The George Washington University Museum and The Textile Museum.
- Eating, drinking and use of ink pens while viewing archival material is not permitted.
- Researchers may take photographs of archival material.
- Onsite researchers may request PDF scans or other digital reproductions of our materials. Standard turnaround time for orders is one week. There is a 25-page limit for reproduction requests.
- Researchers should be aware that some items in the Arthur D. Jenkins Library scholarly archives are still under copyright. *Researchers are solely responsible for securing any necessary permission from copyright holders if they wish to publish, exhibit, perform, broadcast, post online, or otherwise make the materials available.*

**Archives Contact Information:** Tracy Meserve, Librarian, [museumlibrary@gwu.edu](mailto:museumlibrary@gwu.edu)

## Request for Archives Access

**Name\*** \_\_\_\_\_

**Institution/Affiliation\*** \_\_\_\_\_

**Position\***

- |  |   |
|--|---|
| <input type="checkbox"/> GWU Faculty/Visiting Scholars/Staff<br><input type="checkbox"/> GWU Graduate Student<br><input type="checkbox"/> GWU Undergraduate Student<br><input type="checkbox"/> Graduate Student (non-GWU)<br><input type="checkbox"/> Undergraduate Student (non-GWU) | <input type="checkbox"/> University-affiliated Faculty/Staff (non-GWU)<br><input type="checkbox"/> Independent Scholar<br><input type="checkbox"/> Other (please specify) _____ |
|--|---|

**Email\*** \_\_\_\_\_ **Phone\*** \_\_\_\_\_

**Requested Date of Visit\***

(indicate a selection of dates in order of preference)

	Date	Time
1st choice		
2nd choice		
3rd choice		

**Research Area/Reason for Request\***

(include intended use of archival research results, attach additional sheet/s if necessary)

**Archival Documents Requested, please indicate specific boxes/folders\***

- Aga-Oglu, Mehmet
- Sherrill, Sarah
- Ecuador Weaving and Costume Study Project (Earthwatch Ecuador)
- Ellis, Charles Grant
- Emery, Irene
- Myers, George Hewitt
- Gittinger, Mattiebelle
- Calico Printers' Association

**Purpose\***

- Publication
- Thesis
- Other (please specify) \_\_\_\_\_

**I have read and agree to the research guidelines and rules for access to The George Washington University Museum and The Textile Museum Collections and Archives.**

Name \_\_\_\_\_ Date \_\_\_\_\_