



**Peabody Museum**  
of Archaeology & Ethnology  
at HARVARD UNIVERSITY

## Class, Group, and Research Visits to View Daguerreotypes

The Peabody Museum is pleased to be able to provide visual access to its rare and historically important collection of daguerreotypes during scheduled viewings for classes, groups, and individual researchers internal and external to Harvard. Because of their fragile nature, special policies and procedures are in place to help protect and preserve the daguerreotypes during these scheduled viewings. These policies and procedures apply to all daguerreotypes in the Museum's collection, including the Zealy daguerreotypes of enslaved Africans and African-Americans.

### **PLEASE NOTE:**

Viewing the Zealy daguerreotypes of enslaved Africans and African-Americans can evoke strong emotional responses for many people. The Peabody Museum strongly encourages anyone organizing a class or group visit to discuss their viewing plans with the Curator of Visual Anthropology in advance of their arrival. The Peabody Museum expects visitors to arrive prepared for their experience, and does not provide disclaimers or other notifications at the time of viewing.

### **Viewing Schedule – reproduction daguerreotypes**

Due to the fragility of the Zealy daguerreotypes, it is necessary to limit their light exposure to a maximum of two days per year. To increase the accessibility of the Zealy daguerreotypes, the Peabody Museum has had reproduction daguerreotypes made. These reproductions can withstand far greater light exposure, allowing for more frequent and flexible viewing times. Since the reproduction plates were made using similar techniques to Zealy's, they are themselves daguerreotypes. This means viewers can experience the images in the same photographic format as the originals. The reproductions were also created to match the originals in style and design, including similar-looking cases and mats. Please note that while these maintain the overall aesthetic of the original daguerreotypes, the reproductions are clearly marked as such, and there is no risk of confusion to the visitor.

We strongly encourage classes, group visits, and individual researchers to make use of these reproductions as a valuable resource for their teaching and learning. Appointments to view the reproduction daguerreotypes can be scheduled directly with the Associate Archivist, independently from the structured viewing schedule established for the original collection.

As with any collections visit, class visits may not be scheduled during Harvard shopping period. Students must be accompanied by a TF or professor, and groups are limited to 15 people at a time. A Peabody staff member will be present during the visit to monitor the daguerreotypes; if possible, a Peabody staff member who can answer questions about the daguerreotypes will be on hand as well. Policies and Procedures During Viewing Session (below) remain the same.



## **Viewing Schedule – original daguerreotypes**

For those whose teaching and learning goals require viewing the original Zealy daguerreotypes, scheduling is coordinated based on a specialized plan as outlined below. In order to accommodate as many classes and visitors as possible, daguerreotypes are shown in two groups, with Group A shown during the fall semester and Group B shown during the spring semester. Every effort will be made to accommodate specific image requests; however, the final grouping designation will be made by the Curator of Visual Anthropology in consultation with Academic Partnerships (AP) and Collections staff.

As class visits represent the largest and most frequent group visits, viewing days for all visitors will be coordinated in consultation with course needs. The AP Department will work with faculty to schedule visits as follows:

- Each group of daguerreotypes is shown for a maximum of two days per semester. The two viewings may be consecutive or non-consecutive, but must be full days and take place after Harvard shopping period.
- A TF or professor must accompany each class group for the duration of its visit. A Peabody staff member will also be present during the visit to monitor the daguerreotypes; if possible, a Peabody staff member who can answer questions about the daguerreotypes will be on hand as well.
- Each viewing day will have a maximum of six 30-minute viewing periods and a 15-minute passing time between each period. A one-hour break takes place between the third and fourth viewing slot.
- The viewings will start no earlier than 10am and end no later than 4pm. Start and end times must be strictly observed.
- Professors/TFs will be given a 10 and 5-minute warning as the end of the viewing approaches.
- Viewings will occur in the Archives Reading Room at lowest possible light levels.
- Each viewing may have a maximum of 15 students present, for a maximum of 90 students per day, and can only have students from one class.
- Faculty should inform the AP Department if they need additional time for class discussions at the end of the viewing period so that a space can be booked in which the class can continue to meet after the viewing is completed.

Once scheduled with the AP Department, it is the responsibility of faculty/TFs to:

- Coordinate viewing times directly with students.
- Ensure that no more than 15 students will join any one viewing.
- Inform students that late arrivals for viewing times may not be allowed to join a session in progress nor a subsequent session if space is not available.
- Share all applicable policies and procedures with students and confirm they will arrive at the Museum knowing what to expect from their visit and what will be expected of them.



## **Individual Researchers**

Researchers are invited to schedule visits to view the reproduction daguerreotypes at any time, in coordination with the Associate Archivist.

Researchers who require viewing the original daguerreotypes should notify the Associate Archivist of their request. One viewing per semester will be reserved for individual researchers, as scheduled by the Associate Archivist. Once this schedule has been confirmed, researchers who have requested to view the daguerreotypes will be contacted. If there are no researchers with pending requests, the session will be released for class viewing. Researchers are subject to the Museum's standard policies and procedures for collections access, as well as those listed below. The Peabody Museum regrets that it cannot determine viewing dates and times based on the scheduling needs of researchers, nor can exceptions be made to allow for alternate viewing sessions.

## **Policies and Procedures During Viewing Session**

In order to assist Museum staff in their preservation efforts and help to ensure the daguerreotypes will be available for future generations of scholars, please review the following policies and procedures prior to your visit to the Peabody Museum.

- Personal belongings are not permitted in the Archives reading room. If you are arranging a group visit (class or other), we strongly recommend you instruct participants in advance not to bring bags or backpacks to the Museum. For those who must do so, cubbies are available outside of the viewing room where visitors will be asked to leave all bags, coats, and other belongings. Any food or drink must be in a well-sealed container and secured inside their bags prior to arrival. Please note the cubbies are not in a public part of the Museum, but are in an area easily accessible by Museum staff, other researchers, and external vendors. Visitors should plan accordingly if there are concerns about valuables.
- A limited number of lockers are available in the Archives reading room for use by individual researchers.
- No food or drink, including water, chewing gum, and throat lozenges, is permitted in the Archives reading room.
- Visitors will not be able to use laptops or other devices for taking notes while viewing daguerreotypes.
- Only pencils may be used for note taking; the use of pens is not permitted in the reading room.
- Photography is not permitted when viewing the daguerreotypes. The Zealy daguerreotypes, along with the rest of the Museum's daguerreotypes, may be viewed digitally at the Peabody Museum's Collections Online (<http://pmem.unix.fas.harvard.edu:8080/peabody/>) if images are needed.
- Visitors will be leaning over to view the daguerreotypes, so they should be conscious of their bodies and clothing. They should have no dangling jewelry, loose hair, hoodie ties, scarves, glasses perched on top of heads, or anything else that could fall onto or touch the daguerreotypes. If visitors need to cough or sneeze, they should turn away from the daguerreotypes.



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For additional information on the care and preservation of this important collection, please see the document *The Zealy Daguerreotypes Frequently Asked Questions*.

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