



Class 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 once per semester for faculty, students, and external researchers. 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 African and African-American slaves.

Viewing Schedule

Class scheduling for viewing daguerreotypes does **not** follow the normal class section schedule, but rather is coordinated based on a specialized schedule as outlined below. In order to accommodate as many classes 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.

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 the shopping period.
- 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 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

Policies and Procedures During Viewing Session

So that faculty may better assist Museum staff in their preservation efforts and help us 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.

- 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.
- Students will not be allowed to bring their belongings into the Archives reading room. We strongly recommend that students be instructed not to bring bags or backpacks to the Museum. For those who must do so, cubbies are available outside of the viewing room where they will be asked to leave all bags, coats, and other belongings. If students have any food or drink in their bags, they should be sure all containers are well sealed and secured inside their bags before they arrive. 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. Students should plan accordingly if there are concerns about valuables.
- No food or drink, including water, is permitted in the object viewing room. Students should not be chewing gum.
- Students 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 object viewing 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.
- Students 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 students cough or sneeze, they should turn away from the daguerreotypes.

External Researchers

One viewing per semester is reserved for external researchers and scheduled by the Associate Archivist. External researchers who wish to view daguerreotypes will be contacted once the schedule has been confirmed. If there are no external researchers with pending requests, the session will be released for class viewing. External researchers are subject to the Museum's standard policies and procedures for collections access, as well as those listed above. The Peabody Museum regrets that it cannot determine viewing dates and times based on the scheduling needs of external researchers, nor can exceptions be made to allow for alternate viewing sessions.

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

Approved June 7, 2018