

A photograph of the Rock & Roll Hall of Fame building, a modern structure with a large glass facade. A prominent sign on the upper part of the building reads "U2 3D NOW SHOWING AT THE ROCK HALL" with "EASTER" written below it. Another sign on the lower part of the building reads "ROCK AND ROLL HALL OF FAME + MUSEUM LIBRARY + ARCHIVES". The image is overlaid with a semi-transparent blue filter.

LIBRARY & ARCHIVES VISITOR ORIENTATION

**ROCK & ROLL
HALL OF FAME**

This presentation provides tips for searching and handling our collections. Viewing this presentation is **required** to visit the Library & Archives.

SEARCHING COLLECTIONS

ROCK & ROLL
HALL OF FAME

Select **Archives** and/or **Library** for your search, and then enter simple **Keywords** that capture what you hope to find.

You can also use the **tiles** on the front page of the catalog to find information on some of our most commonly viewed materials, like unique photography, handwritten lyrics, books about Rock & Roll Hall of Fame Inductees, and NEO Sound, our local music initiative.

The screenshot shows the Rock & Roll Hall of Fame Library & Archives search page. At the top right is the logo and a language selector for English. Below the logo is a navigation bar with links for Search, Results, Bookmarks, Details, Search History, and About. The main search area includes a search type selector with 'Archives' selected and 'Library' unselected. There is a text input field for keywords and a 'Search' button. Below the search field are options for 'Sort by' (Unsorted, Year, Object number) and 'Sort order' (Ascending, Descending). At the bottom, there are four tiles representing different material types: Archival Photographs (a black and white photo of a musician), Books About Inductees (a row of books), Handwritten Lyrics (a piece of paper with handwritten text), and NEO Sound in the Archives (a photo of a musician playing a guitar).

The **Results** screen allows you to further **Refine** your search and add selections to **Bookmarks**.

Using the **Refine** boxes on the left, you can limit search results by the level of description, format or material type, author, associated subjects and persons, or year of publication.

Add to Selection adds the records you choose to a list of Bookmarks.

The screenshot shows the search results page for 'devo' on the Rock & Roll Hall of Fame Library & Archives website. The page features a navigation bar with 'Search', 'Results', 'Bookmarks', 'Details', 'Search History', and 'About'. The search results are displayed in a list format, with each item having an 'Add to selection' button. The 'Refine' section on the left allows users to filter results by level of description, format, associated subject, and associated person.

ROCK & ROLL HALL OF FAME LIBRARY & ARCHIVES English

Search Results Bookmarks Details Search History About

Actions: Download, Favorite, Star, Share

Displays: Grid, List

Switch database: Archives, Library

Refine:

- Level of description: File (40), Item (33)
- Format: Graphic materials (16), Photography (14), Audio (13), Documents (13)
- Associated Subject: audiocassette (3), digital (3), Radio broadcasters--New York (State)--Biography (3), Radio stations--United States (3)
- Associated Person

Archives Search: devo 74 HITS

Navigation: << 1 2 3 4 5 >>

Item 1: Devo, ARC-0004-1-227, File, 1977-1985, Add to selection ☆

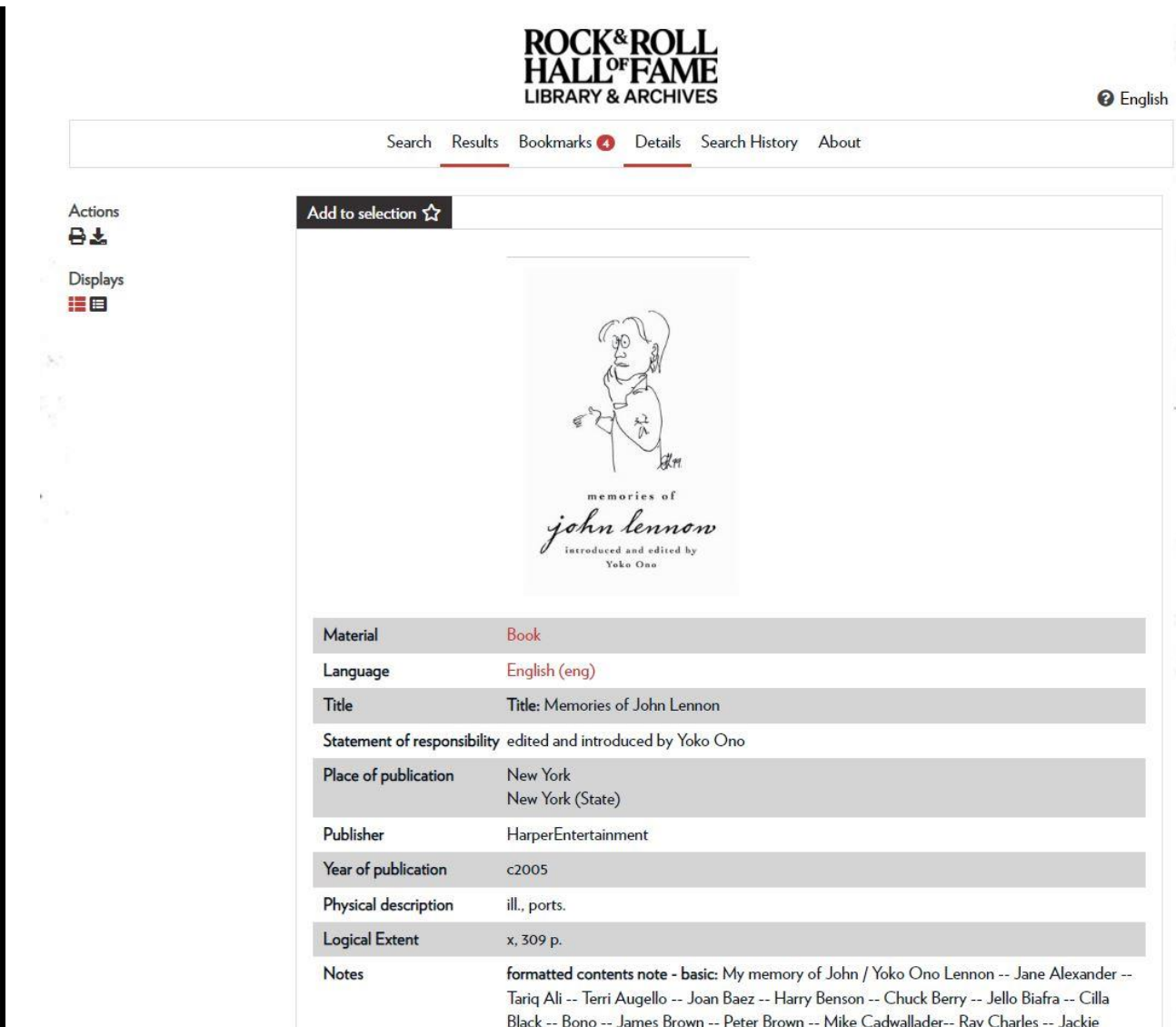
Item 2: Chuck Berry; DEVO; N. Cowel; Alice Cooper, ARC-0002-2-453-36, Item, undated, Add to selection ☆

Item 3: Devo, Human Songs, unreleased material, 1978 (Side A); Alice Cooper, WQUT interview, 1975 (Side B) (90 mins.), ARC-0036-1-1-157, Item, 1975, 1978, Add to selection ☆

Item 4: Devo, ARC-0061-1-5, Item, undated, Add to selection ☆

The **Library Details** screen provides additional information on your record selection.

Additional details available here include an image of the book or recording cover if available, contents notes, extent, publishing information, location, call numbers, periodical and magazine issue holdings, etc. You can also add this record to your Bookmarks list, print or download from this screen.



The screenshot displays the 'Library Details' page for the book 'Memories of John Lennon'. The page features a navigation bar with 'Search', 'Results', 'Bookmarks', 'Details', 'Search History', and 'About'. A sidebar on the left includes 'Actions' (print and download icons) and 'Displays' (grid and list view icons). The main content area shows the book cover, which is a black and white illustration of John Lennon with the text 'memories of john lennon' and 'introduced and edited by Yoko Ono'. Below the cover is a table of metadata:

Material	Book
Language	English (eng)
Title	Title: Memories of John Lennon
Statement of responsibility	edited and introduced by Yoko Ono
Place of publication	New York New York (State)
Publisher	HarperEntertainment
Year of publication	c2005
Physical description	ill., ports.
Logical Extent	x, 309 p.
Notes	formatted contents note - basic: My memory of John / Yoko Ono Lennon -- Jane Alexander -- Tariq Ali -- Terri Augello -- Joan Baez -- Harry Benson -- Chuck Berry -- Jello Biafra -- Cilla Black -- Bono -- James Brown -- Peter Brown -- Mike Cadwallader-- Ray Charles -- Jackie

The Archives Details screen provides additional information on your record selection.

In addition to detailed information on restrictions, notes, and location, this screen also provides **Hierarchy Browser** view, which allows you to see where your selected materials fit within the context of the larger archival collection. You can click on the different parts of the hierarchy tree to find out more about the rest of the collection, the donor, the original donation, the scope and contents, use and access restrictions, etc.

The screenshot displays the 'Details' page for a record in the Rock & Roll Hall of Fame Library & Archives. The page features a navigation bar with 'Search', 'Results', 'Bookmarks', 'Details' (highlighted), 'Search History', and 'About'. A language selector for 'English' is in the top right. Below the navigation is an 'Actions' menu with icons for print and download. The main content area is titled 'Add to selection' and contains a table of metadata:

Reference Number	ARC-0954-1-3
Level of description	file
Title	Correspondence regarding concerts, setlists, tour itineraries
Date	1964-1968
Format	Documents (analog) Container: Box: 10 Folder: 3
Part Of	Series I: Correspondence
Notes	General Note: Includes handwritten setlists (primarily on scraps of paper, not clear in whose hand), legal document related to Newport Folk Festival, and Baez's 1966 tax return.
Access	Some of the materials in the file are confidential and are, therefore, RESTRICTED. Access copies of these materials will have to be created prior to use. Consult the Library and Archives staff in advance of your visit to ensure access to these materials is available.
Location	Library and Archives/3/Archives Storage/Range 3/Section 1/Shelf 3

Below the metadata table is a 'Hierarchy browser' section showing a tree structure:

- ⊕ Manny Greenhill Collection on Joan Baez
collection contains 6 parts
 - ⊕ Series I: Correspondence
series contains 10 parts
 - 📄 Correspondence regarding concerts, setlists, tour itineraries
file

The **Bookmarks** screen pulls your selected records together so you can save or share your list.

From here you can print your list out, print to a PDF (which will include links back to the catalog), download your list as an HTML file, or email the list to yourself for later reference.

You can also use the **Contact Us** form from the **Bookmarks** screen to send us the list and request a research appointment. See our [homepage](#) for additional information on appointments.

ROCK & ROLL
HALL OF FAME
LIBRARY & ARCHIVES

English

Search Results **Bookmarks** 4 Details Search History About

Actions
Print Download Email Star Share

Databases
Library (1)
Archives (3)

Contact Us
Click here to ask a question about our collection

Database: Library

<< < 1 > >>

sex revolts : gender, rebellion, and rock 'n' roll 1996

Author: Reynolds, Simon, 1963-

Remove from selection ★

Database: Archives

<< < 1 > >>

Devo

ARC-0004-1-227
File
1977-1985
analog , Documents

Remove from selection ★

Chuck Berry; DEVO; N. Cowel; Alice Cooper

ARC-0002-2-453-36
Item
undated
analog , Audio

Remove from selection ★

Devo, Human Songs, unreleased material, 1978 (Side A); Alice Cooper, WQUT interview, 1975 (Side B) (90 mins.)

ARC-0036-1-1-157
Item
1975, 1978
analog , Audio

PLANNING YOUR VISIT

ROCK & ROLL
HALL OF FAME

FIND US

LIBRARY & ARCHIVES

The Library & Archives is located approximately two miles southeast of the Museum at 2809 Woodland Avenue in Cleveland, Ohio, sharing a building with the **Gill & Tommy LiPuma Center for Creative Arts** of Cuyahoga Community College (Tri-C).



See our [homepage](#) for information on directions and parking. Remember, we're not located at the Museum but rather 2 miles away on the Cuyahoga Community College Metro campus.

ly Village

Lakewood

Cleveland

Bratenahl

East Cleveland

Cleveland Heights

University Heights

South Euclid

Lyndhurst

Mayfield Heights

Richmond Heights

Highland Heights

Mayfield

Euclid

Willoughby Hills

[Contact us](#) to make an appointment for archival research or to come browse our library books and current periodicals.

Appointments are available **Monday-Wednesday, 10AM-4PM**. Scheduling requires **3 weeks** notice; **4 weeks** if you are requesting archival audio or video, or if you would like to schedule a class visit. Visitors will need to provide a prioritized list of the materials they wish to use from our [online catalog](#) as part of the scheduling process.

CONTACT US!

First Name*

Last Name*

Email*

Question Topic*

Your Question*

* - required

Submit

READING ROOM RULES

ROCK & ROLL
HALL OF FAME

The Library & Archives is free and open to the public.

All visitors are required to sign a **Researcher Registration Form** by which you agree to abide by the policies of the Library & Archives and U.S. and state laws regarding personal privacy and copyright as they apply to use of our materials. Once completed, you will also obtain a **Researcher Card** in order to access CDs, DVDs, back issues of periodicals and magazines, rare books, and archival collections not browsable in the Reading Room.

Content Warning

Archival collections contain some content that may be considered harmful or difficult to view. Our collections span the history of popular music, and it is our mission to preserve and make available these historical materials. As a result, some of the materials presented here may reflect outdated, biased, offensive, and possibly violent views and opinions. In addition, some of the materials may relate to violent or graphic events and are preserved for their historical significance.



Allowed

- Sweaters and sweatshirts (indoor wear)
- Religious head coverings, small indoor scarves
- Pocket-sized wallets
- Laptops
- Loose leaf paper, notecards
- Pencils, mechanical pencils
- Research-related publications

Must remain on your cart when not in use



Bring Layers

It can be chilly in the Reading Room. You will not be able to wear your outerwear in the Reading Room, but you can wear a sweater or sweatshirt, so remember to bring your layers!



Not Allowed

*If you bring these materials with you, they must be placed in a **locker** and remain there during your visit:*

- Food, drink, candy, gum
- Coats, jackets, sweaters with full-length zippers, outerwear accessories like hats and scarves
- Purses, handbags, fanny packs, briefcases, suitcases, equipment bags, backpacks, boxes, other containers
- Scanners, cameras, tripods
- Notebooks, binders, folders, envelopes



Not Allowed

- Pens, markers, Post-it notes
- Marking, folding, tearing, or altering materials in any way



You are responsible for safeguarding the condition of the materials you use in the Reading Room.



Please...

Your hands must be clean and dry to safely handle archival materials. Gloves will be provided to handle photographic materials.



**WASH YOUR
HANDS**

One at a Time

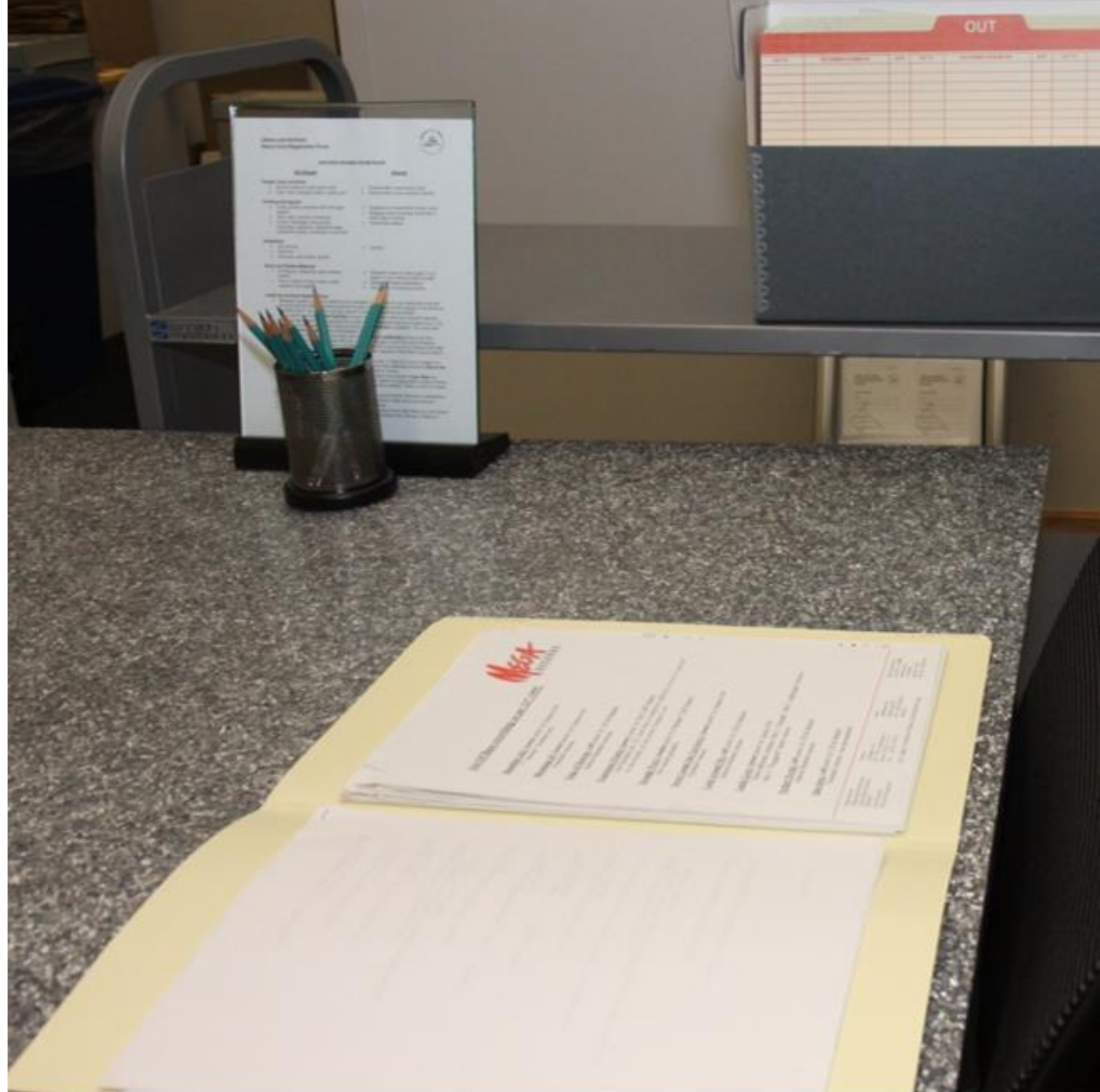
- You may check out only **one box or publication** at a time.
- **Do not block** the library staff member's view of your workstation with a box.
- You may remove only **one folder or publication issue** from a box at a time to review.
- Replace the folder or issue in the box with an orange **OUT** card.



Original Order

- The folders, publications, tapes, or disks in the box, must be kept in the **same order** in which they were given to you.
- Materials should be **kept flat** on the table at all times.
- **Do not lean** on archival materials when writing.

If materials in a box or folder appear to be out of order, missing, or damaged, please alert staff immediately!



**You may not remove
materials from the
Reading Room under any
circumstance.**



**Do not disturb other
patrons in the Reading
Room.**



Reproductions

- No use of **the photocopier**, or **photography** or **scanning** with a personal device, of archival materials, rare books, or back issues of periodicals
- Use the [Camera Use Agreement](#) and one of our handheld devices to take up to **150 images/day** for \$5/day. Images will be provided in one low resolution, watermarked **PDF document**.
- Use the [Copy Request Form](#) to request reproductions virtually. See the [Fee Schedule](#) for associated costs.
- See the [Application for Permission to Publish](#) for information on using our collection materials in publications.
- Fees can be paid by **credit card** only.



End of Your Visit

- All archival materials must be returned to the staff member on duty when you are finished using them or by **3:30 p.m.**, whichever comes first.
- The staff member on duty will have to assess that nothing is **missing or damaged** before you leave, and discuss any additional services you may require.



Thank you for viewing the Visitor Orientation!

Please let the staff member on duty know you have completed the presentation, so that they can update your patron record. If you have any questions regarding this presentation, please let us know. If you need a reminder while you work, these rules can also be found at the end of each table in the Reading Room.

CONGRATULATIONS!

You're now ready to use the collections of the Rock & Roll Hall of Fame!