

GUIDELINES FOR ACCESS TO COLLECTIONS

The following guidelines for researchers are designed to facilitate the study of the Museum's collections while maintaining the safety and security of the Museum's objects. Anyone not adhering to these guidelines may be asked to leave the Museum's study areas. Changes to these guidelines must be authorized in advance by the Registrar.

Standard days and times for collections access are: Monday, Tuesday, Thursday from 12:30 – 4:30.

1. Research requests should be submitted at least 3 weeks in advance of the desired dates for research.
2. Access to collections is contingent upon Museum staff availability.
3. Only persons listed on the **Collections Access Request Form** will be permitted in study area(s).
4. Research will be conducted in the Collections classroom/study area.
5. Researchers must observe all Museum access and security regulations and must follow instructions from Museum staff at all times.
6. Research of culturally sensitive Native American objects must be approved by the Curator of Southwest Art.
7. Researchers must register with Security and wear visitor badges at all times.
8. Researchers must leave all coats, umbrellas, backpacks, bags, briefcases, etc., in designated area. The Museum does not assume responsibility for these items.
9. Bags, backpacks, etc may be inspected by museum staff prior to departure.
10. Museum staff may request the removal of potentially damaging personal jewelry and accessories from a Researcher's attire before allowing access to objects.
11. Researchers may only use pencils. No ball-point pens, markers, ink pens, or other permanent marking tools are permitted.
12. For measuring objects, the use of cloth tape measures is preferred. Please check with Registration staff before using other devices.
13. Researchers may handle objects only with the permission and supervision of Registration staff.
14. Only Museum staff will move objects to and from storage locations, including carts.
15. For both the safety of the object and the researcher, disposable Nitrile and Latex gloves will be provided, and must be worn when handling objects.
16. During object handling, tags or labels must never be removed from objects.
17. Cleaning (even superficial), dusting, and/or brushing objects is not permitted.
18. Photography or illustrations of any kind must be approved by Registration staff. A copy of all published material utilizing the collection shall be submitted to the Registrar for inclusion in the museum's archives.