

## Access to Collections Guidelines

Hours of availability - 9:00 to 5:00, Monday - Friday  
by appointment

"Although the public must have reasonable access to the collections on a nondiscriminatory basis, museums assume as a primary responsibility the safeguarding of their materials and therefore may regulate access to them. The collection exists for the benefit of present and future generations; it should be as easily accessible as is consistent with the safety of the individual objects."<sup>1</sup>

All efforts will be made by the McClung Museum to enable researchers to make use of collections and/or archival material at their convenience. Please read the following rules for researchers and sign at the bottom of the page that you have read and will honor our requests.

1. Please refrain from bringing personal objects into the McClung research library. This includes book bags, books, notebooks. A laptop computer or paper and pencil are acceptable but all other material will be stored in the collection managers office or the museum secretary's office.
2. Only pencils will be allowed when using archival material.
3. No food or drink, including water, is allowed in the collections storage area, anthropology lab, or research library.
4. Appointments are required to access objects or material. We would appreciate researchers wishing to utilize the collections or archival material, fill out a *Request for Access to Collections* form, submitting it at least two weeks in advance. This form must also identify the specific items or files you wish to examine. All efforts will be made to accommodate your requests.
5. Handling of objects may be allowed only with special permission from the collections manager however no modifications to either objects or data will be allowed. (Persons allowed to handle objects or records should have clean washed hands, no lotions or oils on hands and will be supplied with clean white gloves for handling. Refrain from touching your person while wearing gloves. Please do not sneeze or cough into gloves and then handle objects or paper artifacts.)
6. No material may be photocopied or removed from the research area without prior written permission from the collection manager.
7. Only the person requesting access to collections use, will be allowed into collection storage, anthropology lab or the research library.

By signing below, I acknowledge I have read the above rules and will abide by them. Should I not adhere to the rules, I understand I may be asked to leave and not be allowed access to collections or records in the future.

\_\_\_\_\_  
Researchers signature

\_\_\_\_\_  
Date

<sup>1</sup> American Association of Museums, *Museum Ethics: A Report to the American Association of Museums by its Committee on Ethics* (1978).