



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

ACCESS TO COLLECTIONS GUIDELINES

Hours of availability: 9:00 a.m.–5:00 p.m., Monday–Friday, by appointment only

**Although the public must have reasonable access to the collections on a nondiscriminatory basis, museums assume as a primary responsibility for 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.¹*

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 collections areas. This includes book bags, books, and notebooks. A laptop computer or paper and pencil are acceptable, but all other material will be stored in the collection manager's 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 areas or labs.
4. Appointments are required to access objects or material. Researchers wishing to utilize the collections or archival material should fill out a Research Request form, submitting it at least two weeks in advance. This form also must identify the specific items or files you wish to examine. All efforts will be made to accommodate your requests.
5. Handling of objects may only be allowed 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 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 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 may not be allowed access to collections or records in the future.

Researcher's signature

Date

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



Smithsonian Affiliations

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