



RESEARCH REQUEST FORM

Museum of Early Trades & Crafts

Date: _____ Email: _____

Name: _____ Title: _____

Address: _____ Telephone: _____

City/State/Zip: _____

Institutional/Professional Affiliation: _____

Nature of research (check one):

- Book Magazine/Journal article Exhibition
 Graduate Dissertation/Thesis Undergraduate Project/Paper
 Independent Research
 Other (describe): _____

Title/Topic: _____

Subject of research:

Material Sought:

- Object Archival Material
 Library Holdings Photographs Object File

METC #: _____

Requested Date(s) of Access: _____

Estimate of Research Time: _____

I have read the rules of access on the pages 2-3 and agree to abide by all rules and regulations of the Museum of Early Trades & Crafts

Name (Printed)

Signature

Date



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RESEARCHER RULES & GUIDELINES

For anyone entering the Museum or Education Annex to study objects, archival material, or library holdings, the following rules must be adhered to, or they will be asked to leave. These rules apply to all collection materials. The staff of the Museum of Early Trades & Crafts (METC) will make every effort to see that qualified researchers are given a reasonable amount of access to collections and assistance in their research needs.

- 1) All research projects require a prior appointment and all decisions concerning access to collections will be made at the discretion of the Curator of Collections & Exhibits. Access to certain items may be limited due to condition or other reasons established by the Curator of Collections & Exhibits.
- 2) Food and drink, including chewing gum, candy, or mints, are not allowed in the Museum or Education Annex with collections materials out for research purposes. Water is allowed but at a safe distance from all METC objects or archival material.
- 3) An METC staff member must be on site at all times when objects, archival material, or rare books are present.
- 4) Research visitors working around original materials are not allowed any personal items. The researcher's bag(s) and oversized outer clothing (jackets, etc.) will be stored separately from the work area unless needed.
- 5) Pencils are the only writing implements allowed within the Museum or Education Annex. No pens, inks, erasable inks, nor self-stick removable notes ("post-its") may be used. Laptops, tablets, and mobile phones may be used, and should be placed at a safe distance from any object or archival material.
- 6) Take care that nothing touches the object or archival material. Remove or secure any objects that might fall or cause a danger to artwork, including ties, scarves, jewelry or identification badges.
- 7) METC staff will handle all objects. In isolated cases, when researchers are experienced museum professionals, they may be permitted to handle certain objects or archival material.
- 8) The researcher must exercise extreme care when handling and/or photographing collection material. Many items are fragile, valuable, and/or irreplaceable. When handling specific collection material, approved gloves, provided by the museum, must be worn at all times. Handwashing is critical when handling archival material, please do so before and after handling archival documents or library holdings. If an item is too fragile to photograph, or some other factor prevents photography, please ask METC Staff about available substitutes. Please report any mutilations or other damages. Some collections can be consulted only in facsimile form to ensure preservation of the originals.
- 9) When working with the archival collection or rare books, the researcher may examine only one archival box at a time. The researcher is expected to maintain the existing arrangement of the material within folders and boxes. If anything appears to be misfiled, the researcher should not attempt to correct it, but call it to the attention of METC staff.



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- 10) Photography is only permitted when a *Photography Permission Form* **OR** a *Rights and Reproduction Agreement* are reviewed and signed by the researcher.
- 11) Requests for photographic images and permission to reproduce should be made in writing and submitted to the Curator of Collections & Exhibits.
- 12) METC may request a copy of any subsequent publications or images.
- 13) Removal of materials from the building is strictly prohibited unless a loan has been arranged.
- 14) The researcher is responsible for complying with copyright law and agrees to indemnify and hold harmless METC, its officers and employees, from and against all claims demands, costs, and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the researcher's use of collection materials or reference photographs.
- 15) Researchers are expected to abide by all professional and scholarly best practices of research ethics.

I have read the access policy statement and agree to abide by all rules and regulations of METC. I assume full responsibility and agree to identify METC of any claim, damage, or expenses caused by my use of METC's materials. I will sign to that effect on the first page of this form.