



## **Collections Access Policy**

The purpose of the collections access policy is to balance the need for research access to the collection with the need for preventive conservation of the museum's artifacts, to ensure long term preservation of these irreplaceable items. The museum makes collection materials available through its exhibits and interpretive programs and provides limited access to the collection area(s) to persons having a specific professional or curatorial need to be in these areas of the museum AND have requested access in writing in advance. The museum reserves the right to deny access to its collection or its use thereof.

Access to the museum's collection, storage area(s), research room and/or collection database must meet all of the following conditions:

1. Access to these areas by non-museum staff MUST be requested in writing not less than two weeks in advance AND be approved by both the museum's Curator and Museum's Director.
2. Visitors must be accompanied at all times by the museum's Curator, Director, or specially designated individual chosen by the museum's Curator or Director.
3. Access granted to the area must be consistent with the intended use of the space.

In addition, research and educational access will be granted only upon written application to both the museum's Curator and Director that shall include the following information:

1. Area requested access to
2. Specific areas of the collection to be studied
3. Equipment to be used by researcher
4. Specific time requested

Access to the collection, storage area(s), research room and/or collection database for commercial purposes may require a fee. All captions accompanying published material derived from museum property shall be approved by the museum's Director and Curator in advance of publication. One (1) copy of said publication shall be provided to the museum, free of charge.