CONDITIONS FOR ACCESS
Access to Museum collection objects is by appointment only. If Research Access Request is approved, supervised access will be provided to the specified objects and records during the appointed time. Only authorized Researchers listed on the Request are permitted - unauthorized guests are not allowed.

Researcher must observe all Museum access and security regulations while in storage and study areas and must follow all instructions from Museum staff.

REGULATIONS AND RULES OF CONDUCT
Food, beverages, chewing gum, and tobacco products are not allowed in the research area.

Bags, umbrellas, coats, etc. are not permitted in the research area. Cubbies are available for storage on site. The Museum does not assume responsibility for these items. Any necessary bags or other possessions taken into the research area are subject to examination upon departure.

Only lead pencils are allowed for note taking. Pens, markers, and other permanent marking tools are prohibited.

CARE AND PRESERVATION
It is the responsibility of all Researchers to assist in the preservation of the collection. The Researcher will assume full responsibility for any damage, accidental or otherwise, that they may cause to any material held by the Museum.

Museum staff must approve all object handling, including moving boxes and objects to and from shelving, drawers, etc. Nitrile gloves will be issued to the Researcher as needed and must be worn as directed by Museum staff.

Museum objects may not be leaned on, written on, folded, traced over, or handled in any manner that may damage them. Do not lean or place any notepads, papers, etc. on top of any museum objects at any time.

The Researcher will not remove tags, clean, repair, alter, or restore objects.

Researchers are responsible for supplying their own equipment (e.g. cameras, measuring devices, magnifying loupes, etc.) subject to approval of Museum staff. For measuring objects, the use of cloth tape measures is preferred. Please ask Museum staff before using metal or plastic measuring devices.
FEES
The Museum does not charge any fees for research conducted on the collection. Any photocopies made of associated documents must be done and approved by Museum staff and will bear a fee based on number and quality of pages. For associated fees, please reference the Image Use Fee Schedule.

No use of personal scanners will be permitted, however photographing artifacts for personal scholarly purposes is permitted.

PUBLICATION AND DOCUMENTATION
Material from the museum collection may not be reproduced in whole or in part without written permission from the appropriate agents.

No portion of the Museum collection or database may be electronically copied through disks, flash drives, or any other format or emailed during or after this research appointment. Electronic notes and handwritten notes are permitted.

The Museum does not hold copyright to some of the works in the collection. While the Museum staff will furnish as much information pertaining to copyright as is possible, it is the ultimate responsibility of the Researcher to research outside copyrights.

Researchers will provide a copy of any research papers or publications resulting in whole or part from use of the collections.

CITATIONS
Museum collections objects or records reproduced in print or electronic media require the credit line: Courtesy of the Heurich House Museum. Researcher will be responsible for providing the credit line to publishers, filmmakers, etc.

Your signature below indicates that you have read and agreed to the Collections Access Guidelines

_________________________________________  ______________________
Signature                                           Date

Approved by:

_________________________________________  ______________________
Signature                                           Date

Position/Title