

Collection Storage Room Access

Staff Access

Only the Curator, Registrar, trained curatorial volunteers, Technical Services Manager, Director of Exhibits, and Executive Director are authorized to access the secured Collection storage areas. Other staff members, volunteers or contractors needing access to the Collection storage areas will be accompanied at all times by an authorized staff member.

Public Access

Public access to the Collections Storage rooms is restricted to two types of use, special-audience tours and researchers. Tours are designed to enhance awareness of the Museum's collections holdings and preservation needs. All tours will be conducted by a member of the Curatorial Department. The Collections are accessible for research to serious students and scholars contingent upon staff availability and consistent with accepted security and preservation practices. Procedures for researcher access to the Collections are as follows:

- Individuals seeking access to the collections and records will seek approval from the Curator by completing a Collections Access Application form (Appendix G).
- Access will be coordinated with the Curator and will be given or denied by that Curator.
- Individuals will be accompanied by a curatorial staff member at all times while in the collection.
- Individuals granted access will be instructed by curatorial staff in proper handling procedures.
- Access will only be granted during normal business hours, Monday through Friday.
- Objects on exhibit will not be available for study or research, unless permission is otherwise granted by Curator.

Photography Policy

Researchers may take photographs of objects in the History Collection for personal use. Researchers wishing to take photographs of objects for publication purposes must complete a Publication Agreement form (Appendix H) and be granted approval from the Curator.