



## Request for Access to Collection

Please fill out all sections of this form so that your request for access to collection item(s) including for research and photography can be processed as promptly as possible. This form must be submitted to the Collection Officer at least 4 weeks prior to the requested date for access, but preferably 12 weeks prior to this date.

Note: Loan requests require a different form to be filled out. If you are requesting a loan, please inform the Collection Officer and a copy of the appropriate documentation will be sent to you for completion.

Submission Date \_\_\_\_\_

### DETAILS OF REQUESTOR:

Name:

Name/address of institution researcher is associated with (including department, year of study and supervisor if a tertiary student):

Position:

Background of requestor:

Recent relevant publications or works by requestor:

**DESCRIPTION OF REQUEST:**

Type of request:

Please tick the relevant box(es)

- Access to collection item(s)
- Photograph collection item(s)
- Sample collection item(s)
- Obtain collection data
- Visit collection storage
- Loan of an item

Outline of research/production project. (Please describe in as much detail as possible. Continue on a separate sheet if necessary):

List or description of collection item(s) to be accessed:

Identify the name and institutional or organisational affiliation of your project partner(s) (if any)

Identify the source(s) of funding for the research/production project (if any)

Expected outcomes of research (include working title and publication venue if relevant):

Note potential for joint publication with Museum staff (if any):

Preferred date (please suggest a range of dates if possible) and expected duration of visit (if applicable):

Please indicate any deadlines you have for receipt of images or information (if applicable):

Otago Museum resources requested (e.g. lights, photography equipment, measuring equipment):

## COLLECTION ITEM ACCESS AND HANDLING PROTOCOLS

- Each application for access to Otago Museum's collection will be assessed independently based on the merits of the research/project to be undertaken
- Requests from students must include a letter from their supervisor(s) outlining the necessity of accessing the Otago Museum collection. This should be on letterhead paper from the relevant institution
- It is the responsibility of the researcher to ensure that any necessary submissions or signatures of supervisors or contributing parties, are included in the request
- All due care must be shown toward collection items. Otago Museum reserves the right to restrict handling of any collection item
- Appropriate gloves will be provided by Otago Museum and must be worn at all times when handling collection items
- Numbers or other documentation on (or otherwise associated with) collection items must not be removed
- The item(s) must not be modified in any way without permission
- Permission for any photography of collection items for any purpose, or for copies of images in our collection, must be requested in writing and a Use of Otago Museum Image form completed
- Permission for sampling of objects must be requested in writing using the Destructive Sampling form and approval will be determined by the Chief Executive
- Otago Museum is not obliged to provide access to anything other than the material agreed to following the access request
- Otago Museum is not responsible for travel or other arrangements made at any time by the requestor

## AGREEMENT

I/We accept and understand that:

- Permission to access any collection item(s) is granted at the discretion of the Otago Museum
- Any time limits agreed upon prior to approval for access being granted will be strictly adhered to
- All collection item access and handling protocols will be followed at all times
- Any other requirements communicated by Otago Museum staff during the visit will be adhered to as these will be in line with the care and preservation of the collection
- As custodians of the items in its collection and the data associated with them, the Museum is to be acknowledged in any publications as "Otago Museum, Dunedin, New Zealand"

**Please fill out your contact details below:**

NAME:	
ADDRESS/CITY/ POSTCODE:	
PHONE:	
EMAIL:	
DATE:	

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