



Request for Access to Collection – Family Connections

Please fill out all sections of this form so that your request for access to collection item(s), including for 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: If you wish to photograph items please fill in the Use of Otago Museum Image form at the back of this form and return it also to the Collection Officer with this access request.

Submission Date _____

DETAILS OF REQUESTOR:

Name:

Address:

Contact phone number:

Contact email address:

Rūnaka (if applicable):

Name of person(s) or item(s) of interest: (e.g. donor, maker, etc)

Donor: (full name if known)

Time period of donation:

Specific relationship to the person of interest: (e.g.: Grandson, Great niece, etc)

Item(s) of interest: (please note all known information as this helps with your request e.g. pair of slippers given.....)

Certainty that the item(s) is/are in the Otago Museum Collection:

Definite Fairly certain Unsure Hoping

Are the item(s) of interest on display in a Gallery?:

Yes No Haven't checked

If so,

Location:

Item number:

DESCRIPTION OF VISIT:

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

Number of people visiting:

Names of people visiting and relationship to requestor:

Do you want to photograph the collection item(s)? : Y / N

Note: If you wish to photograph items please fill in the Use of Otago Museum Image form attached and return it with your access request to the Collection Officer.

Please indicate any time constraints relating to this visit request if applicable: (e.g. date of family reunion)

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 request and the resources required to fulfil it
- 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 if, under supervision, collection items are handled
- No food or liquids of any kind will be allowed into the item viewing space
- 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 and supplied to the Collection Officer with the access request
- 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

Please initial each page and sign below:

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

I would like to subscribe to hear the latest news from the Otago Museum

Please email an unsigned copy of the completed form to the Collection Officer at collection.officer@otagomuseum.govt.nz and mail a signed copy to Collection Officer, Otago Museum, PO Box 6202, Dunedin 9059, New Zealand