



# Research Request Form

## Research Request Form – Rules of Access

For anyone entering the museum to study art objects, 3D items, 2D item, and other items held in museum archives the following rules must be adhered to, or they will be asked to leave. These rules apply to all collection materials. The staff of the Museum At The Bighorns will make every effort to see that qualified researchers are given a reasonable amount of access to collections and assistance in their research needs.

1. All research projects require a prior appointment and all decisions concerning access to collections will be made at the discretion of the Collections Manager or Executive Director. Access to certain items may be limited due to condition or other reasons established by the staff.
2. Food and drink, including chewing gum, candy, or mints, are not allowed in the museum.
3. A Museum At The Bighorns staff member must be in the museum at all times when objects are present.
4. Research visitors working around original materials are not allowed any personal items.
5. Pencils are the only writing implements allowed within the museum. Laptop computers may be used, but should be placed at a safe distance from any artifact.
6. Photography is not permitted.
7. Take care that nothing touches art. Remove or secure any objects that might fall or cause a danger to artwork, including ties, scarves, jewelry or identification badges. Avoid sneezing or coughing over objects.
8. The Museum At The Bighorns staff will handle all artifacts. In isolated cases, when researchers are experienced museum professionals, they may be permitted to handle certain objects.
9. Removal of materials from the building is strictly prohibited, unless a loan has been arranged.
10. The Museum At The Bighorns may request a copy of any subsequent publications.
11. Requests for photographic images and permission to reproduce should be made in writing and submitted to the Collections Manager through the museum's photograph reproduction form.
12. The researcher is advised that the Museum At The Bighorns may not hold literary or other copyrights to some items, and that it is the researcher's responsibility to secure these rights.
13. Researchers are expected to abide by all professional and scholarly best practices of research ethics.

By clicking the checkbox, I acknowledge that I have read the access policy statement and agree to abide by all rules and regulations of the Museum at the Bighorns. I assume full responsibility and agree to identify the Museum at the Bighorns of any claim, damage, or expenses caused the Museum at the Bighorns by my use of the Museum at the Bighorns materials.