

Research Request/Collections Access Form

The HMA welcomes researchers to use collections and associated archives for teaching, research, scientific analysis, publication, exhibition, replication of indigenous techniques, and artistic endeavors. All requests must be submitted at least 3 weeks in advance of the proposed dates for a visit that involves access to the HMA's collections. Please notify the Museum at least 24 hours in advance to cancel or reschedule an appointment; dates and times for rescheduled visits are at the Museum's discretion. Missed appointments will require a new request.

Request Type

- Research appointment
- Brown University class visit appointment
- Other College / University class visit appointment
- NAGPRA/repatriation/consultation appointment
- Other _____

Preferred Date(s) and Estimated Hours Needed: _____

Collection Access Request

Collection Type

- Archaeological
- Ethnographic
- Archives
- Library

Geographic Area

- Africa
- Arctic
- Asia
- Central America
- Europe
- Middle East
- North America
- Oceania
- South America
- Other

Object IDs (optional)

Archives or Library Request

- Paper archives
- Photograph and film archives
- Library

Collection Name or Description _____

Course Request

Course Number: _____

Course Title: _____

Department: _____

Instructors' Name(s): _____

Department, College/University: _____

Number of Students: _____

Location of Visit

- Collection Research Center (CRC) – Bristol, RI
- CultureLab: Manning Hall, Brown University Campus, Providence, RI

Nature of Research/Project Description

In the space provided, please provide a brief description of your research – attach additional pages, if necessary. If you plan to photograph, perform scientific testing or destructive analysis, replicate, and/or publish object(s) additional forms are required.

Outcomes

Briefly note anticipated outcomes (e.g. publications, sales of related objects, estate settlement, patents, community outreach or collaboration, online distribution of information, exhibitions, [physical or digital], loans, research papers, or course support). Please note that the HMA requires two (2) copies of each paper, published or unpublished, referencing its collections or specific objects for inclusion in the Museum's library and records.



Requester's Information

First Name: _____
 Last Name: _____
 Title: _____
 Institution Affiliation: _____
 Address 1: _____
 Address 2: _____
 City: _____
 State: _____
 Zip code: _____
 Country: _____
 E-Mail address: _____
 Phone: _____

Share Research Topics?

The HMA supports a scholarly community that benefits from the exchange of ideas among researchers. Please indicate whether you are willing to share information about your work here (your name, institutional affiliation, and subject matter) with other researchers at the Museum. We will not provide contact information without your permission.

- Yes
- No

On your visit, you will be asked to present a valid, government-issued form of photographic identification. Foreign visitors must present their passports. The HMA staff will use this to complete your research request application. For class visits to the CRC, instructors must also provide a list of ALL students attending, with their E-Mail addresses and Student ID#, at least 48 hours in advance of a visit.

The undersigned acknowledges that he/she has read and agrees to abide by the Collection Access Guidelines.

Researcher Signature **Date**

FOR INTERNAL USE ONLY

Date Received: _____ Date Replied: _____ Initials: _____

HMA Authorization **Date**

Collection Access Guidelines

Introduction to Using the Collection

The Haffenreffer Museum of Anthropology (HMA) welcomes researchers to use collections and associated archives for teaching, research, scientific analysis, publication, exhibition, replication of indigenous techniques, and artistic endeavors. The nature and conditions of use must be consistent with the HMA's commitment to the care of the collection. It is the responsibility of all researchers to assist in the preservation of the collections.

Decisions about access to the collection are guided by the HMA's mission and Collection Management Policy. Researcher privileges are granted to registered visitors, subject to the following guidelines.

Procedures

All researchers must register to use the HMA collection by completing a **Research Request/Collection Access Form** at least 3 weeks in advance of the proposed dates for a visit that involves access to collection. Visits scheduled on shorter notice will be considered on a case-by-case basis.

For class visits to the Collection Research Center (CRC) and the *CultureLab*, instructors must register to use the HMA collection by completing a **Research Request/Collection Access Form** at least 3 weeks in advance of the proposed dates for a visit that involves access to collection. Visits scheduled on shorter notice will be considered on a case-by-case basis. Instructors must provide a list of students with their E-Mail addresses and Student ID#s at least 48 hours in advance of a visit. Instructors and students will also be required to read and sign an Object Handling Agreement Form at least 48 hours in advance of a visit.

All research visits, including class visits to the CRC, are overseen by HMA staff. An instructor may not conduct classes in secured storage and study areas.

Only persons who are listed on the **Research Request/Collection Access Form** will be permitted in secure storage and study areas. Researchers may not work in storage and study areas.

On your visit, you will be asked to present a valid, government-issued form of photographic identification. Foreign visitors must present their passports. The Museum staff will use this to complete a research application.

Research will be conducted on weekdays (Monday – Friday) between 10:00 a.m. and 4:00 p.m. or by special arrangement. A mandatory one-hour lunch break will be scheduled by the Museum staff.

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

Eating, drinking, smoking, and chewing gum are not permitted in storage and study areas.

Researchers must leave all coats, umbrellas, backpacks, briefcases, etc. in the designated area. The HMA does not assume responsibility for these items. Museum staff may request the removal of potentially damaging jewelry and accessories from a researcher's attire before allowing access to storage and study areas.

Upon completion of research, Museum staff reserves the right to inspect all research materials and personal articles before a researcher leaves the premises.

Care and Preservation

It is the responsibility of all researchers to assist in the preservation of the collection. The researcher agrees to observe access and security regulations relating to the use of collection storage and study areas. The collection shall be given proper care to ensure against loss, damage, or deterioration.

All object handling, including movement of objects to and from storage equipment such as cabinets and shelves, shall only be done by Museum staff. Handling of objects by visitors is at the sole discretion of and always in the presence of Museum staff. For both the safety of the object and the researcher, disposable Nitrile gloves will be provided, and must be worn when handling objects. Note that collections may have been treated with harmful pesticides in the past or may react with human skin oils.

All materials must be kept on the surface of the table.

Researchers may only use pencils in storage and study areas. No ink pens, markers, indelible pencils, or other permanent marking tools are permitted in storage and study areas.

No marks may be added or erased. No tracings or rubbings may be made without specific permission. No books, papers, or other objects may be laid on or affixed to the collections. The arrangement of manuscript pages must not be altered. If any material is discovered to be out of order, please advise Museum staff. Do not rearrange papers.

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

Researchers are responsible for supplying their own equipment (cameras, laptops, plastic measuring devices, calipers, magnifying loupes, etc.) subject to approval of Museum staff.

Costs

The HMA does not charge any fees for research conducted on the collection. No fees are charged for copies of associated documentation or staff time.

Photography and Illustration

All photography and illustration must be approved in advance. Photographs of collections may be taken for non-profit, educational or research purposes. No photography of non-public facilities is permitted. Permission to publish photographs must be arranged by separate agreement with the Photo Archivist. **(AGREEMENT FOR IMAGE USE PERMISSION)**

Scientific Analysis, Replication

Object testing (material analysis) and replicating (rubbings, impressions, 3-d digital reproduction, and casts) falls under the provisions of the Museum's Scientific Testing Policy, and proposals for such must be arranged at least 4 weeks in advance by separate agreement with the relevant Curator or Registrar. **(REQUEST FOR SCIENTIFIC ANALYSIS)**

Publication and Documentation

The researcher agrees to inform the Museum staff if research is to be published. The researcher agrees to provide the HMA with two copies of any materials produced that are derived in part or whole from research conducted at HMA, including any materials that are produced in fulfillment of educational requirements, or which are published for commercial purposes, through broadcast, computer-digitized, or print media. There are works for which the HMA does not own the copyright. While the Museum staff will furnish as much information pertaining to copyright as is possible, it is the ultimate responsibility of the applicant to research outside copyrights. In the case of living artists, it is the responsibility of the applicant to obtain this permission.

Credit Line

For exhibition and publication, each object shall be credited as “Haffenreffer Museum of Anthropology, Brown University” unless otherwise indicated. If the object is part of a federally-owned and managed collection, then each object shall be credited to the “Haffenreffer Museum of Anthropology, Brown University” and to the appropriate Federal Agency.

Collection Management System: MuseumPlus^{Ria}

The Collection Management System (CMS) is intended to support use of the collection, not to replace use of the objects themselves. It is the first step in the research process and an important tool for organization of data prior to primary data gathering. In many cases, the data contained in MuseumPlus^{Ria} may be incomplete or in error. It is the responsibility of the researcher to verify catalogue entry identification and associated information before reporting data from the CMS in any form.

Students

Students are subject to the same collection access policies and procedures as other researchers. A letter of support from the student’s advisor may be required.

Special Conditions

While the Museum staff makes every effort to accommodate research requests, circumstances such as time constraints, fragility of objects, cultural sensitivities/sacred nature, publication status, or inaccessibility may prevent access to some materials.

Privacy and Confidentiality - Data Collection and Use Policy

The HMA may retain information collected from your Research Request, including registration data, material requests, image orders, and publication requests, as well as related correspondence. This information is used for internal administrative and collection maintenance purposes. In addition, the HMA may be required to provide information to satisfy any applicable law, regulation, legal process or governmental request, to detect, prevent or otherwise address fraud, security or technical issues; and to protect the rights, property or safety of the Museum, its users or others. The HMA does not retain or store personal financial information including credit card or other payment transaction information.

The HMA supports a scholarly community that benefits from the exchange of ideas among researchers. The HMA will not provide contact information to other researchers without your permission.