

## **JOHNSON COUNTY MUSEUM RESEARCH POLICIES FOR ARTIFACT COLLECTION**

The artifact collection of the Johnson County Museums (JCM) includes a variety of two- and three-dimensional objects. Those items not in an exhibit are stored at the Johnson County Museum of History or at off-site storage. Access to the stored artifacts is subject to the conditions below. Researchers must read and sign this form. Those failing to abide by these conditions will be denied further access.

Theft and mutilation of these materials are crimes that will be prosecuted. These policies are designed to protect the collections for future use. Your cooperation is appreciated.

1. The artifact collection is available for research, with curatorial supervision, BY APPOINTMENT ONLY Tuesday through Friday, 10:00 a.m. to 4:00 p.m. Requests for artifact research must be made by completing the "Request for Access" form at least two weeks in advance. The Collection Committee reserves the right to refuse such access if it might endanger the artifacts in any way, or if the condition of the artifact warrants that it cannot be handled or moved. The Collections Committee will refuse access if staff is not available at the requested time.
2. No eating, drinking, or smoking is permitted in the museums.
3. JCM reserve the right to inspect all notes, brief cases, purses, envelopes, folders and other items carried by a researcher upon their departure from the Museum of History.
4. JCM reserve the right at all times to ask a researcher to cease work and leave the museum property.
5. Researchers must be accompanied by a member of the curatorial staff at all times when working in an office or storage area. Under no circumstances will researchers be left alone with artifacts.
6. Researchers must use pencils. In order to prevent accidental and permanent marks on artifacts, fountain, ballpoint and felt tip pens are not permitted.
7. Artifacts must be handled with care and as little as possible. Researchers will be required to wear white cotton gloves when handling artifacts. Gloves will be provided.
8. Photographs, drawings, or pattern copies of artifacts in the JCM collection may not be reproduced or used commercially without written permission of the JCM. Application for such use must be made in writing to the Collections Committee.
9. The Curator of Collections will determine where objects will be studied/examined or research conducted.

10. All records, except those pertaining to donors, are open to the public as regulated in the Open Records Act, Kansas Statutes Annotated 45-215. The JCM reserve the right to limit the amount of documentary material available.

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I agree to exercise due care in handling any object in the artifact collection and to assume full responsibility for any damage, accidental or otherwise, I may inflict on any JCM property.

I have read and understand the policies and procedures concerning research of the artifact collections, and I agree to abide by them.

Name: \_\_\_\_\_ (Print)

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_