

## **JOHNSON COUNTY MUSEUM**

### **RESEARCH POLICIES FOR PHOTOGRAPH AND PAPER COLLECTIONS**

The photograph and paper collections of the Johnson County Museums (JCM) are housed at the Johnson County Museum of History. Researchers are welcome to use these materials, subject to the conditions below. Researchers must read and sign this form before gaining access to materials. 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 photograph and paper collections are available for research, with curatorial supervision, Tuesday through Friday, 10:00 a.m. to 4:00 p.m. and Saturday by appointment. The collections material is maintained in a storage area closed to the public. To request materials, the researcher must consult the available inventories and make a request to a member of the curatorial staff. The researcher will be given one item at a time. The curatorial staff reserves the right to deny access to materials if their condition warrants that they not be handled. When reproductions are available, the researcher will not be permitted to use originals. This is necessary to prevent the disintegration of fragile materials. If the curatorial staff is not available, access will not be granted. **APPOINTMENTS FOR USING THESE COLLECTIONS ARE RECOMMENDED.**

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 originals. Researchers must sign-in and out during each research visit and a signed, up-to-date copy of this Policy must be on file.

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. Materials must be handled with care and as little as possible. Researchers will be required to wear white cotton gloves when handling collection materials. Gloves will be provided.

#### **IMPORTANT:**

- Avoid leaning on oversize materials.
- Avoid placing paper or note pads on top of documents and photographs while taking notes.

➤ Avoid making marks or erasures on materials.

8. The curatorial staff can prepare copies of documents and photographs. Photocopy and photographic reproduction policies are available upon request.

9. Any public use of the materials from the photograph and paper collections must be credited to the "Johnson County Museums." Access to research materials does not constitute permission to publish in excess of "fair use" according to the copyright laws of the United States.

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 material in the photograph or paper 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 photograph and paper collections, and I agree to abide by them.

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

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

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

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