

## Tucson, Arizona 85721

520-621-6281

FAX 520-621-2976

# REQUEST FOR ACCESS TO COLLECTIONS

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title, Institution & Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe as explicitly as possible the collections you wish to see: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of access requested (check all that apply):

\_\_\_\_\_ Examine specimens in storage \_\_\_\_\_ Photograph/draw specimens yourself

\_\_\_\_\_ Have specimens removed from storage \_\_\_\_\_ General tour

\_\_\_\_\_ Have specimens photographed by ASM \_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Examination of collections is for following purpose (check all that apply):

\_\_\_\_\_ Publication of these specimens \_\_\_\_\_ Independent research

\_\_\_\_\_ Class project \_\_\_\_\_ Identification/comparison

\_\_\_\_\_ Exhibit \_\_\_\_\_ General interest

Describe as explicitly as possible the project on which you are working: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) you wish access: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional references or instructor/project supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR COLLECTIONS DIVISION USE ONLY

Date received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of access granted (check all that apply):

\_\_\_\_\_ accompanied by curator \_\_\_\_\_ removal of specimens from storage

\_\_\_\_\_ unaccompanied by curator \_\_\_\_\_ photography/illustration

\_\_\_\_\_ one-time access \_\_\_\_\_ general tour

\_\_\_\_\_ continuing access \_\_\_\_\_ no access granted

Ref: Photo request \_\_\_\_\_ Research request \_\_\_\_\_ Sampling request \_\_\_\_\_ Exhibit request \_\_\_\_\_\_

Notes/Special Conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Curator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff time required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6-86 rev

VISITOR GUIDELINES FOR WORKING WITH THE ARIZONA STATE MUSEUM COLLECTIONS

These guidelines apply to everyone. All researchers and visitors must be supervised in storage areas. Curators may refuse to allow any handling of artifacts if it is felt that doing so would be unduly hazardous to the object.

1. While in storage areas do not wear or carry anything that may damage the objects. This includes backpacks, purses, briefcases, hanging glasses or coats, pointed or sharp implements , and large jewelry or belt buckles.
2. All potentially damaging materials must be kept away from artifacts. Eating, drinking, and smoking are not permitted where artifacts are being stored or used.
3. Pencils must be used for note taking; pens and felt tip markers are not permitted in proximity to artifacts.
4. Photography of certain objects is subject to restrictions.
5. Hands must be meticulously clean. Gloves may be required for the protections of some objects.
6. Do not handle objects unnecessarily. If an object is in a container handle the container and not the object.
7. Move only one object at a time and use both hands.
8. Examine an object for overall condition before moving it. Assess how fragile it is by looking for weak points and stress areas as well as at the surface condition.
9. Provide overall support for larger objects from beneath. Never grasp or lift an object by appendages or protruding parts such as handles, rims, spouts, arms or straps.
10. When setting an object down, the most stable surface should serve as the base. Use padding if necessary. Avoid putting weight on protrusions.
11. If an object is wrapped or in a closed box, put the container on a surface, then open and unwrap carefully, checking the wrappings for fragments.
12. Save any fragments and keep them with the artifact. Any loose or documentary labels, tags or information found with an object should be kept with the object. Notify the Curator in such instances.
13. Never remove or undo repairs, tape, glue, stitching, etc. from an artifact.
14. If an type of accidental damage does occur do no attempt any remedial actions. Notify the Curator and conservator immediately. Do not attempt to collect fragments or put them together as further damage may result.
15. Any evidence of insect infestation or mold activity should be reported to the Curator and Conservator immediately. Do not move an infested artifact.

**Complete and return to:**

**CURATOR OF COLLECTIONS**

**Arizona State Museum**

**University of Arizona**

**1013 E. University Blvd.**

**P.O. Box 210026**

**Tucson, AZ 85721-0026**