Request for Access to Collections and Related Records

Name:

Work address: Work telephone:

Home telephone:

Home address: Fax:

E-mail:

Institutional affiliation:

Student? [check one] yes no

Project title:

Brief description of purpose:

Collections/records you wish to examine:

Names of other individuals, other than RMSC staff, who will be involved in this work:

Will it be necessary to work on any collections materials outside the RMSC?

Does your project involve any destructive analysis?

Does your project involve any photography?

Does your project involve any use of RMSC records?
Attachments [check all that apply]:

Proposal

List of objects with accession and/or catalogue numbers (if possible)

Current resume of applicant(s)

Letter of recommendation from project supervisor (students only)

Names of references

Completed Facility Report (if off-site research is necessary)

Your signature below indicates your willingness and ability to comply with the following:

I will conduct my work at the RMSC between 9am and 5pm, Monday through Friday.

I will observe access and security regulations relating to the use of RMSC collections and study rooms.

I will observe guidelines for handling collections, including possible restrictions regarding what collections may be handled.

I will observe restrictions of how and where photography may take place.

[signature of applicant] [date]