



**MUSEUM OF NORTHERN ARIZONA**

3101 N. Fort Valley Road  
Flagstaff, Arizona 86001  
(928) 774-5213

**REQUEST FOR COLLECTIONS ACCESS  
AND COLLECTIONS USE AGREEMENT**

**Date:** \_\_\_\_\_ **Requested Appointment Date(s):** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Institution (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **Email:** \_\_\_\_\_

**Title of Project or Research Topic:** \_\_\_\_\_

**Collection(s) for which access is requested:**

- Archaeology       Archives/Library       Botany       Ethnology       Fine Arts
- Geology/Paleontology       Zoology       Other \_\_\_\_\_

**Objects, Specimens, Manuscript (MS) Collections, Locality Data, etc. required for study. If known, please provide taxa information, catalog no., collection no., etc.:** \_\_\_\_\_

\_\_\_\_\_

**Intended Purpose of Study**

- Thesis/Dissertation Research       Publication Research       Personal Research
- Other \_\_\_\_\_

**Estimated Time Required for Research:** \_\_\_\_\_

**Projected Activities:**

- Examine Objects, Specimens, MS Collections, and associated documentation
- Access Archaeological Site Files
- Photograph Objects or Specimens (see below)
- Obtain Existing Images of Objects, Specimens, or Archival Materials
- Obtain Samples of Specimens \*Destructive Analysis Form must be completed\*
- Other \_\_\_\_\_

**Collections Use Agreement**

It is the policy of the Museum of Northern Arizona (MNA) that its Collections are available for research and study by all responsible parties. Decisions regarding access will be based upon the use of the collections in furthering the objectives, purpose, and scope of MNA. Access may be limited by space and staff availability or due to the sensitive cultural nature or preservation needs of the object. The following conditions apply:

1. Access to collections is by appointment only.
2. This form must be formally approved by MNA at least three weeks prior to gaining access to the collections. In certain cases permission will be granted on shorter notice, but is at MNA's discretion.
3. Only items pertaining to the proposed study will be made available. As appropriate, MNA staff may bring other objects to the attention of the researcher. MNA documents, objects, and/or specimens to be studied or sampled must be approved by MNA staff.
4. Access will be limited to individuals who are listed on this form. Please make child or pet care arrangements prior to arriving at MNA.
5. Unless otherwise arranged, research should be conducted during normal working hours, 9-5, M-F.
6. An MNA staff member will be present for the duration of the study.
7. As a privately funded museum, MNA reserves the right to charge a user fee. When access is requested for scholarly purposes, the fee is waived unless the time required to aid the scholar exceeds normal staff time limits. Access for commercial or other for-profit ventures will be charged a fee of \$35 per hour of staff time. Members of the public, such as collectors who wish access for personal education, will be charged \$35 per hour. MNA Members will receive one hour of free access time and should provide proof of membership.
8. Researchers must wear Visitor Badges at all times when in ECC collection areas.
9. For the safety of the researcher and objects, nitrile gloves will be provided and should be worn when handling objects or specimens. Please be aware that organic objects might have been treated with harmful pesticides in the past or may react to oils in the hand. In certain cases researchers will be allowed to handle objects with freshly washed and dried hands, but the researcher understands that they do so at their own risk.
10. Unless otherwise arranged, researchers are responsible for supplying their own equipment (cameras, laptops, measuring devices, magnifiers, etc).

11. Personal items (briefcases, backpacks, coats and purses) will be deposited in a secure area. Any possessions or bags necessary to the research that are taken into collection areas are subject to examination upon departure.
12. MNA staff may request the removal of potentially damaging jewelry and accessories from a researcher's attire before allowing access.
13. Eating, drinking, smoking, and chewing gum are not allowed in collection areas. Water in a sealed container for personal consumption is allowed in study areas.
14. The handling of objects shall be conducted in a professional and respectful manner. As appropriate, users will be instructed in procedures deemed necessary to safeguard the preservation and safety of the objects.
15. Removal of objects or specimens from storage areas will be the responsibility and at the discretion of MNA.
16. No cleaning, repair, or alteration of any object shall be undertaken without MNA's prior written permission. Labels or tags must never be removed from objects.
17. If damage or infestation is noted or occurs, please immediately advise MNA staff.
18. Only pencils are allowed in collection areas. Pens and other permanent markers are not allowed.
19. All published photographs and artifact sketches must first be approved.
20. In all illustrations MNA must be credited. Illustrations should be identified with MNA catalog numbers.
21. When the results of the study are published or made public by other means, 2 printed copies or a digital copy of the publication will be sent to MNA.
22. In the case of a presentation, the date and place of presentation should be submitted along with a printed or digital copy of the abstract or paper.
23. A limited amount of rental housing is available on MNA grounds to out of town researchers. To obtain MNA housing, please contact the facilities rental office.

**Permission to Photograph MNA Collections (if applicable)**

MNA grants permission to photograph items from collections under the following conditions:

1. I agree that copyright to these images taken by me is hereby transferred, retained, and held by MNA.
2. Any digital files resulting from this project must be deposited with the MNA Archives.
3. I agree to make no use of the images without the written permission of MNA. If I wish to use an image for publication, a separate Permission to Use form must be submitted to MNA for approval and any applicable fees paid.
4. Collections staff will supervise the handling of objects and will outline any specific requirements for the project.
5. I agree to pay all applicable use fees. Fees for commercial use are based on staff availability at the rate of \$45.00 per hour per staff member, with a one hour minimum.

**List All Items to be Photographed (use another sheet if needed)**

MNA No.	Item Description

**I affirm that any images taken by me of items in the MNA Collections will not be published, duplicated, or transferred to another individual or institution in any form without written permission from MNA.**

**By the signing of this agreement I hereby agree to abide by the conditions listed above. I also assume full responsibility for any damage or loss due to personal negligence.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MNA Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Museum use only**

Access Granted     Access Denied    Authorized By: \_\_\_\_\_  
Reason Denied: \_\_\_\_\_

ID Presented?  Driver's License \_\_\_\_\_  Student ID  Other \_\_\_\_\_  
Assistance Provided ( Y / N ) Time spent: \_\_\_\_\_ Fee Assessed: \_\_\_\_\_  
Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_