



COLLECTIONS ACCESS AND USE AGREEMENT

- Use this form to request access to and use of objects, specimens, archives, site files, etc.
- Complete required fields and mark the appropriate check boxes (may select multiple boxes per section).
- Save document using the requester’s last name, one word project name, year (ex. LastName_Project_2021) and return to the appropriate Collections Manager (See Collections Managers listing below).

Date of Request:	Requested Appointment Date:
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REQUESTER (PARTY) INFORMATION	
NAME(S)	
TITLE	
INSTITUTION (if applicable)	
ADDRESS	
EMAIL	
PHONE NUMBER	

RESEARCH INFORMATION	
PURPOSE OF RESEARCH	<input type="checkbox"/> Academic <input type="checkbox"/> Thesis/Dissertation <input type="checkbox"/> Publication <input type="checkbox"/> Personal <input type="checkbox"/> Other (specify):
DESCRIPTION OF RESEARCH	
ESTIMATED TIME REQUIRED FOR RESEARCH	
COLLECTION AREA(S) FOR WHICH ACCESS IS REQUESTED (CHECK ALL THAT APPLY)	<input type="checkbox"/> Archaeology <input type="checkbox"/> Archives <input type="checkbox"/> Botany <input type="checkbox"/> Ethnology <input type="checkbox"/> Fine Arts <input type="checkbox"/> Geology <input type="checkbox"/> Paleontology <input type="checkbox"/> Zoology <input type="checkbox"/> Other (specify):
OBJECTS/ITEMS REQUESTED: List objects, specimens, and/or manuscript collections by name or ID #; locality data, taxa information, etc. required for study (if known)	
PROJECTED ACTIVITIES	<input type="checkbox"/> Examine Objects <input type="checkbox"/> Examine Specimens <input type="checkbox"/> Access Archival Materials <input type="checkbox"/> Access Archaeological Site Files <input type="checkbox"/> Access Paleontological Locality Files <input type="checkbox"/> Photograph Objects, Specimens, or Archives (See Photography Agreement) <input type="checkbox"/> Obtain Existing Images of Objects, Specimens, or Archival Materials <input type="checkbox"/> Obtain Samples of Specimens (Destructive Analysis Form must be completed) <input type="checkbox"/> Other (specify):

TERMS & CONDITIONS

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, cultural restrictions, preservation needs, health and safety, or regulations concerning the release of site or locality data. The following conditions apply:

1. Access to collections is by appointment only. **This form must be formally approved by MNA at least 30 days prior to gaining access to the collections.** In certain cases permission will be granted on shorter notice at MNA's discretion.
2. As a privately funded museum, MNA reserves the right to charge any user fees to access the collection. When access is requested for scholarly purposes, the fee is generally waived unless the time required to aid the scholar exceeds normal staff time. Access exceeding normal staff time may be charged a fee at the rate of \$55 per hour.
3. Access will be limited to individuals who are listed on this form. Please make child or pet care arrangements prior to arrival.
4. A limited amount of rental housing is available on MNA grounds for out-of-town researchers. To obtain MNA housing, please contact the facilities rental office at events@musnaz.org.
5. Research should be conducted during normal working hours, 9 am-5 pm Monday-Friday, unless otherwise arranged at the discretion of MNA Staff.
6. An MNA staff member will be present for the duration of the study.
7. Only items pertaining to the proposed study will be made available. As appropriate, MNA staff may bring related items to the attention of the researcher. MNA collections to be studied or sampled must be approved by MNA staff prior to research appointment.
8. 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.
9. 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.
10. Only pencils are allowed in collection areas. Pens and other permanent markers are not allowed.
11. Unless otherwise arranged, researchers are responsible for supplying their own equipment (cameras, laptops, measuring devices, magnifiers, etc.).
12. MNA staff may request the removal of potentially damaging jewelry and accessories before allowing access.
13. Nitrile gloves will be provided and should be worn when handling objects or specimens. In certain cases researchers will be allowed to handle objects with freshly washed and dried hands.
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 of 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. All published photographs and artifact sketches must first be approved.
19. In all illustrations MNA must be credited. Illustrations should be identified with MNA catalog numbers.
20. 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. 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.

HAZARDOUS MATERIALS DISCLOSURE NOTIFICATION

Please be aware that objects may be inherently hazardous, may have been treated with harmful pesticides or compounds in the past, or may react to oils on the hand. MNA may or may not be aware of these treatments or the full extent of potential exposure, and signs may or may not be present to notify individuals of potential danger. Researchers accessing contaminated or likely contaminated objects/specimens must wear personal protective equipment (PPE). PPE may or may not be available from MNA and it is the responsibility of the Researcher to ensure they have the necessary PPE to conduct research. Researchers may determine the potential risk at their own expense and in accordance with other MNA policies and procedures. Researchers access such collections at their own risk.

COVID-19 VACCINATION

It is the policy of MNA that our researchers be fully vaccinated and are at least 2 weeks past the date of their final dose prior to their research appointment. All current MNA safety protocols must be followed when working on MNA's campus. Please indicate the date you received your final vaccine dose: _____

AFFIRMATION

By signing 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. I understand that failure to comply may result in the denial of future requests or legal action.

Applicant:	Signature:	Date:
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MNA Representative:	Signature:	Date:
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COLLECTIONS MANAGERS

COLLECTIONS	MANAGER	EMAIL
Anthropology – Archaeology, Ethnology Archives Fine Arts Natural Sciences – Botany, Geology, Paleontology, Zoology	Signe Valentinsson	svalentinsson@musnaz.org

MUSEUM USE ONLY

DATE(S) OF VISIT:	TO	
ACTIVITY ID:		
AUTHORIZED BY		
ACCESS	<input type="checkbox"/> Granted <input type="checkbox"/> Denied Reason Denied:	
ID PRESENTED	<input type="checkbox"/> Driver's License – State/Number: <input type="checkbox"/> Student ID – University/Number: <input type="checkbox"/> Other:	
ASSISTANCE PROVIDED	<input type="checkbox"/> No <input type="checkbox"/> Yes	
TIME SPENT	<input type="checkbox"/> 1 hour <input type="checkbox"/> 2 hours <input type="checkbox"/> 3-5 hours <input type="checkbox"/> 6-8 hours <input type="checkbox"/> 1 day <input type="checkbox"/> 2 days <input type="checkbox"/> 3 days <input type="checkbox"/> 1 week <input type="checkbox"/> Other (specify):	
STAFF		
FEE ASSESSED	<input type="checkbox"/> No <input type="checkbox"/> Yes (specify):	
INVOICE FOR SERVICES	<input type="checkbox"/> No <input type="checkbox"/> Yes Date:	Invoice #: