

# RESEARCH REQUEST FORM

**RESEARCHER**

Name:

Title:

Institution/Affiliation:

Address:

Phone:

Fax:

Email:

Local Address (if applicable):

Local Contact Phone (if applicable):

Names of Accompanying Researchers:

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**SCHEDULING** Dates of Proposed Visit:

Estimated Hours Needed:

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**EQUIPMENT NEEDS**

Do you wish to:

access collections database

take measurements

consult documentation

photograph artifacts

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**NATURE OF RESEARCH** Research will be used for:

**RESEARCH PROPOSAL**

In the space provided here or on a separate sheet, please provide a description of your research explaining the type of analysis and specifying the collections needed. As a user of the Archaeology Collection, you are in a good position to understand and document the importance of the collection. Such documentation is essential to demonstrate the significance of the collection and to gain continued support for the preservation of the collection. If your research request is approved, you may be asked to provide an abstract in a format that we can present on our web site to demonstrate the use and scientific merit of the collection.

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The undersigned acknowledges that he/she has read and agrees to abide by the Collections Access Policy.

Researcher Signature: \_\_\_\_\_

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

Research Request

Approved

Denied

Archaeology Curator Signature: \_\_\_\_\_

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

Archaeology Collections Manager Signature: \_\_\_\_\_

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

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## Collections Access Policy

### I. Introduction

The Archaeology Department welcomes appropriate use of all the collections in its care. The Archaeology Department endeavors to encourage use of the collections for research and education while ensuring the preservation of the collections for future generations of scholars and students. Access to the archaeological collections is granted to researchers with clear research goals and institutional affiliations for legitimate research and educational purposes only. Some of the specimens in the collections are of a highly sensitive nature and access to these collections may be restricted. Access to the collections is subject to the University of Alaska Museum of the North (UAMN) Collections Management Policy and the Archaeology Department Collections Access Policy.

### II. Procedures

Researchers interested in accessing the collections should contact the Archaeology Curator or Archaeology Collection Manager. After initial consultation, which may include a site visit, the researcher must complete a Research Request form and submit a written request to the Archaeology Curator prior to conducting research. This provides a record for tracking research conducted on the collections and a formal means for the Archaeology Curator to assess the appropriate use of the collections.

Research Requests should be received at least 2 weeks prior to the expected visit. Visits scheduled on shorter notice and unscheduled visits will be considered on a case-by-case basis depending on availability of staff and space. Research must be conducted between the hours of 9 AM and 4 PM Monday through Friday, excluding University holidays, unless special arrangements are made with the Archaeology Curator or Archaeology Collection Manager.

### III. Care and Preservation

It is the responsibility of all researchers to assist in the preservation of the collections. The researcher agrees to observe access and security regulations relating to the use of UAMN collections and study areas. The researcher agrees to observe curatorial guidelines and restrictions for handling collections. The collections shall be given proper care to ensure against loss, damage, or deterioration. The researcher will not remove tags, repair, clean, alter, or restore objects without express written approval from UAMN.

### IV. Costs

UAMN does not charge any fees for research conducted on the collections. No fees are charged for copies of associated documentation or staff time.

### V. Photography

All photography must be approved in advance. Photographs of collections may be taken for non-profit, educational or research purposes. Permission to publish photos of specimens must be arranged by separate agreement with the Archaeology Curator.

### VI. Publication and Documentation

The researcher agrees to inform UAMN if research is to be published. The researcher agrees to provide UAMN with a copy of any materials produced that are derived in part or whole from research conducted at UAMN, including any materials which are produced in fulfillment of educational requirements, or which are published for commercial purposes, through broadcast, computer-digitized, or print media.

### VII. Credit Line

For exhibition and publication, each object shall be credited to the University of Alaska Museum of the North Archaeology Collection unless otherwise indicated. If the collection is a federally owned and managed collection, then each object shall be credited to the University of Alaska Museum of the North Archaeology Collection and the appropriate Federal Agency.

### VIII. Database

The Archaeology Collections Database is intended to support use of the collections, not to replace use of the collections themselves. It is the first step in the process of research and an important tool for organization of data prior to primary data gathering. In many cases, the data contained in the database may be incomplete or in error. It is the responsibility of the researcher to verify catalog entry identification and associated information before reporting data from the database in any form.

### IX. Students

Students are subject to the same collections access policies and procedures as other researchers. Research requests from students must be accompanied by a letter of support from the student's advisor.

### X. Special Conditions

Special conditions for access may be placed on certain collections.

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*for museum use only*

Collections Accessed