



Request for Research Access to Museum Collections

On behalf of the Idaho State Historical Society and its mission to preserve and promote Idaho's cultural heritage, the Idaho State Historical Museum oversees collecting and maintaining historical artifacts and their associated documentation. The Museum will allow access to and use of its collections and collections records in a controlled, professional manner that protects the physical and intellectual integrity of the collections and collections records.

All applicants requesting access to museum collections are required to read the following Collections Access Procedures before submitting their request.

Conditions for Access

- Access to Museum collection objects is subject to the availability of curatorial personnel and is by appointment only. Walk-in and unscheduled researchers cannot be accommodated. Only curatorial staff will allow access to collections.
- An Access to Museum Collections Request Form must be completed and submitted to the Museum at least a month prior to the requested access date. The Research Application will be reviewed by the Museum's collection committee. The collections committee will evaluate space, facilities, staff availability, donor restrictions, security, and material stability in determining whether to grant access. The applicant will be contacted regarding the committee's decision.
- If access is granted, a member of the curatorial staff will schedule an appointment with the researcher and will provide supervised access to the specified objects and records. Appointment times will be during regular staff working hours. Research time may be limited by staff availability.
- All non Museum-staff visitors will be accompanied at all times by authorized Museum staff when in museum collection storage areas or when working with original museum materials. **There are no exceptions.**
- Staff may deny access to objects if they are too fragile to handle and handling is detrimental to the objects.
- Only authorized researchers are permitted in the registrar's office or at the artifact storage facility. Unauthorized guests are not allowed.
- Permission to photograph artifacts for personal scholarly purposes may be granted. Permission to photograph collections objects or photocopy collections records for personal scholarly purposes does not constitute permission to publish. If a researcher

wishes to publish photographs of collections items, they must complete a “Permission to Use” form and pay any required fees.

- The Museum requests a copy of any research papers or publications resulting in whole or part from use of the collections.

Regulation and Rules for Conduct

- Food, beverages, and tobacco products are not allowed in the artifact research area.
- Bags, cases, packages, handbags, coats, backpacks, and all carried items are subject to search when entering and leaving the Museum or artifact storage facility and are not permitted in the artifact research area.
- Only lead pencils are allowed for note taking. Pens and markers are prohibited.

Fees

- The first hour of research is free. Any research time over one hour is charged at a rate of \$19 per half hour.
- Photocopying of Museum records is permitted within reasonable limits. Fees for photocopies are \$.20 per sheet for letter or legal size and \$.40 per sheet for ledger size.
- A “Permission to Use” form must be completed if photographs of Museum collection objects are going to be published in any format. See “Permission to Use” form and “Photograph Fee Use Schedule” for details.

Citations

- Museum collections objects or records reproduced in print or electronic media require a credit line: Courtesy Idaho State Historical Museum. Occasionally, it is necessary to credit the donor, source of accession, or collection title. Researcher will be responsible for providing the credit line to publishers, filmmakers, etc.

Handling Procedures

- Permission to access museum objects does not constitute permission to handle museum objects. Museum staff must approve all object handling.

- Handling museum objects may be hazardous. Museum objects may contain broken glass, (sometimes rusty) metal items with sharp edges or objects may retain chemical or biological contamination. Use caution when handling museum objects. A dusk mask may be required.
- Researchers are required to wash their hands before handling museum objects.
- Cotton, latex, or nitrile gloves will be issued to the researcher and must be worn when handling museum objects.
- Museum objects may not be leaned on, written on, folded, traced over, or handled in any manner that may damage them.

By returning the form below, I acknowledge that I have read the above and I understand and agree to abide by these regulations and procedures of the Idaho State Historical Museum's Collections Department. Further, I assume full responsibility for any damage, accidental or otherwise, that I may cause to any material held by the Idaho State Historical Museum.

Questions may be directed to the Museum Collections Department at **208-334-2120 ext. 15** or by e-mail to rachelle.littau@ishs.idaho.gov.

Please complete all parts of the following form before returning it. If you do not receive acknowledgement of receipt after returning form, please call Rachelle Littau at 208-334-2120 ext. 15.

** Indicates items that are required in order to process your request.

Access to Museum Collections Request Form

**Name:

Institution:

Position:

**Address:

**City:

**State:

**Zip Code:

**Daytime Phone:

*Idaho State Historical Society
Preserving the Past, Enriching the Future*

Fax Number:

**Email Address:

**Requested Access (check all that apply):

- Examine Artifacts
- Use of Museum Collections Records
- Draw/Photograph Artifacts
- Other _____

**Describe, in detail, the type of collections and/or documentation you wish to see (research of collections records/documentation will generally precede any appointments to research collections from storage):

** Museum Collections Department hours are Tuesday—Friday, 8:30 a.m.—4:30 p.m., by appointment. Requests for access to collections should be submitted at least one month prior to requested appointment date. Please identify the dates and times that you are interested in having access provided:

** Indicates items that are required in order to process your request.

After completing this form, please return it to Rachelle Littau at:

Idaho State Historical Museum

Attn: Rachelle

610 N. Julia Davis Dr.

Boise, ID 83702