

## **CULTURE**

### **Research Access Policy**

In order to accommodate the many requests for access to collections and better assist individuals using the Museum, the following procedures should be followed by faculty, students, visiting researchers, staff members, the public, and others wishing to use the Culture Department Libraries, Archives and Collections.

1. Faculty, student, researcher, and public access to the Libraries, Archives, and Collections is available by appointment only. Appointments must be made in advance with the relevant Collection Manager or Curator. At least two weeks' advance notice is required except under special circumstances since appointments are scheduled as staff time allows.
2. Research or class interests must be stated when scheduling an appointment. Where possible, objects of interest will be available in the laboratory upon the visitor's arrival. Access to some items may be restricted due to the object's condition, other research or museum needs, or circumstances defined by staff. Access may also be restricted for sensitive or otherwise private material.
3. In collection areas, classes or groups may not exceed ten people at any one time, and must be accompanied by Museum personnel at all times. At the Collection Manager's discretion, smaller groups may be required to insure the safety and security of the collections and visitors.
4. The Culture Department has closed storage. Objects in the Archives, Libraries, or Collections may not be removed or replaced without staff authorization. Visitors, students, staff, researchers, faculty, and others, may not borrow objects except in cases where formal loan arrangements have been made (cf. Loan Policy).
5. Photography and photocopy work must be cleared with the relevant Collections Manager in advance. Publication or reproduction permission for all Library, Archival, or Collection materials must be obtained through separate written authorization (cf. Photo and Reproduction Policy). The visitor will be held responsible for any violations of Museum policies or statutes regarding copyright and public use.
6. No eating or drinking is allowed in the collections at any time. Children are allowed only when accompanied by an adult and when permission has been obtained in advance. Pets are not allowed, except certified service animals. Bags and parcels are subject to inspection. Visitors must abide by any and all requests by staff members during their visit.
7. Only pencil may be used in the work area. Objects being studied should be handled as little as possible, and should be left in their containers unless permission to remove them is granted by the Collections Manager or Curator. Appropriate gloves are required for the handling of all objects.
8. The Museum requires a citation in any published work based upon or utilizing the results of research conducted in the Museum collections. The Museum requires a copy of resulting research, published or unpublished, upon completion at no cost to the Museum.
9. For research on burial objects and related information, or objects that may be culturally sensitive, the Museum requires that the researcher contact the culturally-affiliated entities.
10. For records containing information exempt from disclosure under the Public Records Act (RCW 42.17.250; RCW 42.17.310(1)(k)), the Burke Museum will withhold such information when such release would result in the loss or damage to the resource. The Researcher's Signature below constitutes agreement with the Burke Museum that any records containing exempt information that are obtained by the Researcher from the Burke Museum will remain protected from public disclosure.