

REQUEST FOR STUDY OF COLLECTIONS

Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Affiliation: _____

Subject of Research: _____

Purpose of Research: Class/Seminar Assignment Thesis
 Publication Business
 Personal Genealogy

Explain: _____

Object(s)/Image(s) Requested:

As a condition of being allowed to examine the above materials, I have read and agree to abide by the Regulations for Study of Collections as printed on the reverse of this form.

Signature: _____ Date: _____

Staff: _____ Date: _____

REGULATIONS FOR STUDY OF COLLECTIONS

Objects may only be examined in designated areas. Coats and personal belongings (purses, knapsacks, briefcases) must be set aside in a designated area. Papers and notebooks may be examined by museum staff.

Tobacco, food and drinks are prohibited in designated areas including collections storage and exhibits.

Only a pencil may be used near collections for writing research notes.

All artifacts and archival materials must be handled with extreme care. Special instructions may apply for certain items including the use of gloves or handling by staff only.

Restrictions on the examination of some items or collections, whether imposed by law or donor request, must be honored. For the protection of its collections, the museum also reserves the right to restrict access to artifacts or archival materials, which are deemed inaccessible due to location or condition.

For citation in published or unpublished papers, this institution should be listed as “The Kern County Museum, Bakersfield, CA”. Citations should also include name and catalog number when applicable.

The Kern County Museum owns the objects and materials in its collections and makes them available for examination for the purposes of research and study. It is the responsibility of the researcher to adhere to copyright and property right laws when using any part of the collections.