

Kelsey Museum of Archaeology  
University of Michigan  
434 S. State St.  
Ann Arbor, Michigan 48109

Telephone: (734) 764-9304  
Fax: (734) 763-8976

---

## COLLECTIONS ACCESS REQUEST FORM

Please note: a minimum of three weeks advance notice is required for access to any collection. Requests to access a large number of artifacts require additional notice.

Date \_\_\_\_\_

Name/Organization \_\_\_\_\_

Address/Telephone/email \_\_\_\_\_

**Reason for Access:**

Publication	_____	Identification/Comparison	_____
Loan Request	_____	Commercial Venture	_____
Academic Research	_____	Other	_____

Explanation \_\_\_\_\_

**Access Requested:** Study Stored Objects \_\_\_\_\_ Photograph Objects \_\_\_\_\_  
Draw Objects \_\_\_\_\_ Other \_\_\_\_\_

**Dates Available for Your Visit:** \_\_\_\_\_

**Additional Dates Available:** \_\_\_\_\_

(Please add additional dates in case your original dates are not available)

I agree to exercise due care in handling any object(s) in the Kelsey Museum of Archaeology collections and to assume full responsibility for any damage, accidental or otherwise, that may result from my use of collections material. Before working with collections, I will be shown the proper procedures for handling artifacts. No work will be conducted on the Kelsey collections without prior approval from the Kelsey Collections Staff. I understand that approval to study the collections does not give me any rights to publish or use photographs of the collections, and that a separate request must be made in order to publish or use photographs from the collection. I also understand the Kelsey Museum has the final approval regarding when and how Kelsey collections, archives, and photographs will be used.

I agree to abide by all Museum policies and rules.

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Staff Use Only**

Date Received \_\_\_\_\_ Type of Access Granted \_\_\_\_\_

Access Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Conditions \_\_\_\_\_

Collections Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Kelsey Museum Collections Access Request Form (continued)

I am requesting access to the following artifacts, archives, or photographs:  
(please be specific - continue on additional sheets if necessary)

*Requestor's Initials* \_\_\_\_\_

*Staff Initials* \_\_\_\_\_