

Kelsey Museum of Archaeology
University of Michigan
434 South State Street
Ann Arbor, MI 48109-1390
Phone: (734) 647-0442
Fax: (734) 763-8976
Email: kelsey.registry@umich.edu



Collections Access Request Form

Please note: a minimum of 90 days of advance notice (6 weeks for University of Michigan faculty) is required for access to any collection. Requests to access a large number of artifacts or archival items require additional notice. Submit completed form to kelsey.registry@umich.edu.

Date Submitted: _____

Applicant (Name, Title): _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Fax:** _____

Email (required): _____

Reason for Access:

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

Type of Access Requested:

Study Stored Objects/Documents _____ Draw Objects _____ Photograph Objects/Documents _____

Other (please explain): _____

Description of Project (include an explanation of what you hope to learn and how the Kelsey's materials will contribute):

Dates Requested for Your Visit: _____

Additional Dates Available: _____

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

Artifacts and/or Archival Items Requested (please be specific; continue on additional sheets if necessary):

Requestor Agreement

I agree to exercise due care in handling any objects and/or archival materials 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 and/or archival materials. No work will be conducted on the Kelsey collections without prior approval from the museum's Collections Department. 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 to publish or use photographs of the collection. I understand the Kelsey Museum has the final approval regarding when and how Kelsey collections, archives, and photographs will be used. I also understand that I am required to share certain data resulting from my research as outlined below.

I agree to abide by all Kelsey Museum policies and rules, including but not limited to those listed on pages 3–4 below.

Requestor's Signature: _____ **Date:** _____

For Staff Use Only		
Date Received: _____	Type of Access Granted: _____	
Access Approved: _____	Not Approved: _____	Raw Data Received: _____
Conditions: _____		
Collections Staff Signature: _____		Date: _____

KMA Policies Governing Collections Research

See the KMA Collections Management Policy, Sections 8, 10, and 12.

The Kelsey Museum of Archaeology (KMA) encourages the use of its collections for research in all fields and with a wide variety of research methods. The museum will consider proposals that demonstrate a clear knowledge of methodologies and that will result in the enhancement of knowledge about the material(s). The mission of the Kelsey Museum will guide the efforts and research of all museum personnel. All research should conform at all times to established legal, ethical, and academic practices.

Destructive Analysis

Applicants wishing to perform destructive analysis should submit an [Application for Destructive Sampling](#).

Research on Human Remains

Guidelines for research involving human remains are provided in the Kelsey Museum's [Guidelines for Stewardship of Human Remains](#).

Physical Access and Use of Collections

Use of the collections will be guided by the continued physical integrity and safety of the object(s) and scholarly or educational purposes. Visitors must strictly follow all written guidelines and verbal instructions from KMA staff regarding object use and activities in the collections area. Failure to adhere to the KMA collections use guidelines may result in denial of future requests and/or termination of existing approvals.

All visitors (those not employed by the Kelsey Museum) will be accompanied by curatorial or collections staff at all times when in the archives and collections storage, and all visitors will be monitored by curatorial or collections staff when working with collections in the Visiting Researcher Room. Access may occur only during regular working hours (Monday–Friday, 9:00 AM–5:00 PM).

Required Sharing of Data for KMA Collections Database

Data that results from research conducted on items in the KMA collections should be provided to the museum for addition to the relevant records in the KMA collections database.

The types of data the museum requests include factual “raw data” (such as photographs, 3D models, X-rays, CT scans, and other imaging; results of destructive and scientific analysis; and measurements and other empirical assessments) and citations for resulting publications. Kelsey staff may add a researcher's interpretations into KMA records (e.g., object types, stylistic dating, descriptions of iconography), but we do not require them.

Data received may be placed under embargo upon request of the researcher(s), subject to approval from the curatorial board and museum director. The basic embargo period is five years, but this may be extended (subject to approval from the curatorial board and museum director).

Publication Policy

Requests for permission to publish Kelsey Museum material in scholarly or popular publications (including text, video, and digital formats) should be directed to the Collections Department (kelsey_registry@umich.edu).

Exclusive Use Rights

The Kelsey Museum strives to make its collections available to all researchers and students. The museum will sometimes, however, grant exclusive research/use rights to scholars who intend to study certain objects or archival materials (or small groups thereof) intensively and have an outlet for publishing the results of this work. In these instances, the researcher is required to make a formal request addressed to the director of the museum. The request must include the specific items, or the specific group of items, that they intend to study, as well as their intent, resources, and possible publisher.

If permission is granted, the researcher is given seven years in which to publish. During that time, no other researcher will be permitted to publish the item(s) without prior written approval by the researcher who was granted exclusive use or by the director if they find compelling reason to do so. After seven years, the scholar must make another formal request.

Exclusive use rights are nontransferable. If a researcher decides not to publish the material and is still within the seven years, they must indicate to the Kelsey Museum that they rescind their rights. Any other researcher must then seek formal permission from the Kelsey before beginning any new research.

Exclusive-use rights will only be granted for items that have never been published. Items previously published are considered open, and the Kelsey will only grant exclusive use rights to them in rare circumstances.

Photography

Researchers may take photographs of most material with their own camera or cell phone for research purposes ONLY. The Kelsey Museum reserves the right to forbid photography of any item if in the best interest of the museum or to protect fragile materials. The Collections Department has a light box, a tripod, and scale bars that are available to researchers.

Requests to publish images of a KMA artifact (including a researcher's own photos) will follow the museum's Copyright and Intellectual Property Rights Policy, as laid out in Section 12 of the museum's Collections Management Policy. A summary of these policies is provided below. Contact the Collections Department for full details on publication rights and permissions.

- Requests for reproductions of materials may be made for scholarly, noncommercial purposes or for commercial purposes. All reproductions require approval. Requests for reproductions must be made in writing to the director, in care of the Collections Department, Kelsey Museum of Archaeology, via the [Application for Reproduction Permission](#) form, including complete details as to the intended use. Reproduction rights must be obtained prior to reproduction.
- The processing of reproduction requests requires at least 30 days of advance notice. More time may be needed for large orders, for orders placed during busy periods of the academic year, or for orders requiring new photographs or scans to be made. Be aware that the KMA may wish to commission new photos.
- Any approved publication use may be subject to fees and additional restrictions specified in the use agreement.

Citations

Users of the collections agree to comply with all written instructions regarding credit lines or the use of the name "Kelsey Museum of Archaeology" (or "Kelsey," "KMA," etc.). It is mandatory that any reproductions or information derived from artifacts or archival materials are credited as specified.

The name of the Kelsey Museum of Archaeology may only be used as specified in the credit line provided by the museum. The name of the Kelsey Museum of Archaeology may not be used in any way that suggests or implies an endorsement by the museum of other organizations, their products, or their services. The use of the Kelsey Museum of Archaeology's name for any commercial purposes is prohibited without express written permission from the museum.