

**NEVILLE PUBLIC MUSEUM OF BROWN COUNTY**

**210 Museum Place**

**Green Bay, WI 54303-2780**

**Phone: 920/448-4460 Fax: 920/448-4458**

**REQUEST FOR ACCESS TO COLLECTIONS**

Date \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Instructor \_\_\_\_\_

Requested access; (x) all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Tour of Museum storage       | <input type="checkbox"/> Photo Collection/Library  |
| <input type="checkbox"/> Examine artifacts in storage | <input type="checkbox"/> Examine documentation     |
| <input type="checkbox"/> Other _____                  | <input type="checkbox"/> Draw/Photograph artifacts |

Describe the purpose of your request and your credentials as they apply to this request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe, in detail, the collections and/or documentation that you wish to see: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**REQUEST DATES AND HOURS PREFERRED**

**Tuesday – Friday 9:00 to 4:00**

<b>1. Date</b>		<b>Time</b>	
<b>2. Date</b>		<b>Time</b>	
<b>3. Date</b>		<b>Time</b>	

Requests to photograph or reproduce in any way, are generally restricted to scholarly/educational use; these requests are reviewed individually.

## ACCESS TO COLLECTIONS

The Neville Public Museum of Brown County will assist and provide access to groups or individuals whose purposes fall within the mission of the Museum. Access may be limited by policy restrictions, space, staff time, or care and security of the collections.

### The Following Conditions Govern Access to the Collections:

1. All access to non-staff requires prior approval and appointment.
2. Certain Native American tribes are interested in notification of research concerning themselves. Researchers should consider notification and consultation to appropriate groups.
3. The Museum reserves the right to request a reference from researchers.
4. Smoking, eating, drinking are not permitted in permanent collections or library areas. Researchers will use only pencils while conducting research. Coats, hats briefcases, etc. will be appropriately stored away from research areas. All access is subject to close supervision by a Curator
5. Access to documentation is subject to federal and state laws governing both open records and rights to privacy.
6. The Museum reserves the right to charge a fee to researchers if it is determined that excessive time and/or materials are required for a project.
7. Reproduction is negotiated on a per case basis. Refer also to photo collections fee schedule. It is possible, at times, to photocopy manuscript material. When reproduction of paper material is desired, request should be made to staff.
8. The Museum requests that a copy of the final report, article, or paper and any auxiliary materials be filed with the Museum's Collections Department within a reasonable period.

I have read the above and agree to abide by these and all regulations of the Neville Public Museum of Brown County. Further, I assume full responsibility for any damage, accidental or otherwise, that I may inflict on any Museum property

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Return to: Curator of Collections, Neville Public Museum of Brown County, 210 Museum Place, Green Bay, WI 54303-2780**

FOR MUSEUM USE ONLY	COLLECTIONS USE
Approved by _____ Date _____ Copied to Collections Dept. file: _____ Date _____ Types of access granted: <input type="checkbox"/> General Tour <input type="checkbox"/> Photo/Illus. <input type="checkbox"/> Accom. by Curator <input type="checkbox"/> One-time access <input type="checkbox"/> Access denied <input type="checkbox"/> Unaccompanied <input type="checkbox"/> Multiple access <input type="checkbox"/> Other _____ _____ Dates/hours assigned _____	Date of Use _____ Actual Use: <input type="checkbox"/> General Tour <input type="checkbox"/> Photo/Illus. <input type="checkbox"/> Accom. by Curator <input type="checkbox"/> One-time access <input type="checkbox"/> Access denied <input type="checkbox"/> Unaccompanied <input type="checkbox"/> Multiple access <input type="checkbox"/> Other _____ _____ Dates/hours assigned _____ Staff Name _____ <div style="text-align: center; background-color: #cccccc; padding: 2px;"><b>FILE WITH COLLECTIONS DEPARTMENT</b></div> <div style="text-align: right; font-size: small; margin-top: 5px;">Cd34a 2/02</div>