



716 S. AUSTIN AVE.
 GEORGETOWN TEXAS 78626
 512-943-1670
 WWW.WILLIAMSONMUSEUM.ORG

REQUEST FOR ACCESS TO COLLECTIONS

The Williamson Museum's collections are held in public trust and use of the collections is encouraged. Requests for access must be made at least one week in advance. Please fill out the pertinent information below and read and sign the procedures on the back of this form. Return the completed form to WM by mailing to or delivering at the address above.

Name(s): _____ Date: _____

Institution and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Describe as explicitly as possible the artifact(s) you wish to see: _____

Type of access requested (check all that apply):

- Examine artifacts
- Photograph/draw objects yourself
- Have Museum photograph objects
- Other: _____

Examination is for the following purpose(s):

- Publication
- Independent research
- Class project
- Identification/comparison
- Exhibit or other loan
- General interest
- Other: _____

Describe as the project on which you are working: _____

Date(s) and time(s) you wish access: _____ **Appointment hours: 9am to 4pm, Tuesday – Friday.**

Professional references or instructor/project supervisor: _____

******For internal use only******

Date received: _____ Approved by: _____

Notes/special conditions: _____

Appointment date: _____ Appointment time: _____

Other forms necessary: _____

VISITOR GUIDELINES FOR WORKING WITH THE WILLIAMSON MUSEUM COLLECTIONS

The following procedures apply to everyone to ensure the preservation and safe handling of collections.

1. Visitors should notify the Curator by filling out this form *at least one week in advance*.
2. Visitors are advised that access to collections that requires photographs, copies or scans of images/documents is subject to assessment of fees. See Photographic Policies and Procedures and Research Request Form.

Before Entering Collections:

1. Backpacks, purses, coats, bound notebooks, folders, etc. are not allowed around collections items or in the collections storage areas. Pencils, loose-leaf paper, and other paraphernalia necessary for research are permitted; however, pens, markers, and sharp implements are not permitted.
2. Food, drinks, smoking, and chewing gum are not permitted near the collections or in the collections storage areas.
3. Rings, necklaces, large jewelry, belt buckles, hanging glasses, and other protruding paraphernalia can damage artifacts. These items must be removed before working with collections.

Working with Collections:

1. Minimal handling of collections is optimal. Before handling, inspect the object for surface damage or structural weakness. Curators may refuse to allow handling of artifacts if doing so would be unduly hazardous to the object.
2. Sampling is not permitted. The Board of Directors must approve sampling/scientific testing.
3. Visitors should not touch or handle objects unless allowed by the Curator. All visitors must wear gloves for handling collections.
4. Handle one object at a time with both hands supporting the base. Never handle objects by appendages such as rims, handles, straps, spouts, etc.
5. If an object is housed in a container, handle the container and not the object. If an object is wrapped or in a closed box, put the container on a surface, then unwrap or open carefully checking the wrappings for fragments.
6. Save any object fragments, labels, tags, or information and keep them with the artifact. Notify the Curator of such instances.
7. Never remove or undo repairs, tape, glue, stitching, etc. from an artifact.
8. If any type of accidental damage does occur, do not attempt any remedial action by collecting fragments or putting them together. Notify the Curator immediately.

Photography of Collections Items:

1. Photography of collections objects is subject to reproduction, photo services, and publication fees. These fees must be negotiated with the Curator before photography occurs (see Photographic Policies and Procedures). Permission to photograph artifacts does not imply permission to publish/reproduce such materials. Requests for permission to publish/reproduce must be submitted in writing and approved by the Curator.
2. Photographers must provide all their own equipment. We discourage the use of flash or strobes to minimize the effects of light and heat on artifacts. Artifacts should be photographed with minimal handling. No alterations, repairs, or cleaning can be attempted.
3. Artifacts may not be taken out of the area specified for photography without permission.
4. Photography of certain objects may be subject to restrictions.

I HAVE READ AND WILL COMPLY WITH THE TERMS OF THE PROCEDURES AND CONDITIONS SET FORTH AND OUTLINED HEREIN.

Signature: _____

Date: _____

Printed Name: _____