



Burke Museum of Natural History and Culture  
**Ethnology Department**  
**RESEARCH ACCESS POLICY**

In order to accommodate the many requests for access to collections and better assist individuals using the Museum, the following procedures should be followed by faculty, students, visiting researchers, staff members, the public, and others, wishing to use the Ethnology Library, Archives, and Ethnographic Collections.

1. Faculty, student, researcher, and public access to the Library, Archives, and storage collections is available by appointment. Appointments must be made in advance with the Department's Collection Manager or Curators. At least two weeks' advance notice is strongly recommended since appointments are scheduled as staff time allows.
2. Research or class interests must be stated when scheduling an appointment. Where possible, objects of interest will be available in the laboratory upon the visitor's arrival. Access to some items may be restricted due to the object's condition, other research or museum needs, or circumstances defined by this staff.
3. In collection areas, classes or groups may not exceed ten people at any one time, and must be accompanied by Museum personnel at all times. At the Collection Manager's discretion, smaller groups may be authorized to insure the safety and security of the collections and visitors.
4. The Ethnology Department has closed storage. Objects in the Archives, Library, or Collections may not be removed or replaced without staff authorization. Visitors, students, staff, researchers, faculty, and others, may not borrow objects except in cases where formal loan arrangements have been made (cf. Loan Policy).
5. Photography and photocopy work *must* be cleared with the Collections Manager in advance. Publication or reproduction permission for all Library, Archival, or collection materials must be obtained through separate written authorization (cf. Photo and Reproduction Policy). The visitor will be held responsible for any violations of Museum policies or statutes regarding copyright and public use.
6. No smoking, eating, or drinking is allowed in the collections at any time. Children are allowed only when accompanied by an adult and when permission has been obtained in advance. Pets are not allowed. Parcels are subject to inspection. Visitors must abide by any and all requests by staff members during their visit.
7. The Burke Museum requires a citation in any published work based upon or utilizing the results of research conducted in the collections.
8. Slides and educational resource kits are available for public use outside the Burke Museum. Interested persons should contact the Manager of Education Programs at 685-7154.

Revised 9/2005