

**Department of Anthropology
Collections Use Agreement**



The Department of Anthropology welcomes and encourages the use of its collections. Its resources are available for study and examination by all responsible parties. Decisions regarding access will be based upon the respectful use of the collections in furthering the mission of the DMNS as well as the long-term care of the collection. This form is intended to ensure mutual understanding of the DMNS policies.

1. At least two weeks advance notice is required for access to collections or collections information. Arrangements for access must be made with the Collections Manager and the appropriate Curator.
2. Visits will be conducted during regular public hours (9-5, M-F) and visitors will remain in designated areas under staff supervision.
3. Review of the *Sensitive and Hazardous Collections* document is required. The handling of objects will be conducted in a professional and respectful manner at all times. Nitrile gloves should be worn when handling objects for the collection's protection and the visitor's health. No destructive analysis, sampling, cleaning, repair, or alteration is allowed without prior written approval of the Curator and Chair.
4. The visitor assumes full responsibility for any damage or loss due to inspection. Museum staff should be notified immediately if breakage of objects or equipment occurs.
5. Photography of collections and artifacts for the purposes of research or personal use is allowed. However, publication of the DMNS holdings must be pre-approved by the Department of Anthropology. Usage fees may be charged. One copy of all publications using the DMNS collections should be sent to the Department and one copy to the DMNS library.

I agree to abide by the rules and procedures established by the Department of Anthropology and the DMNS regarding the collections.

Visitor's Signature

Date

Curator's or Collection Manager's Signature

Date