

## Collections Access Request Form

### CONTACT INFORMATION

Name: \_\_\_\_\_

Position Title (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Institutional Affiliation:

- Tribe/Community
- Museum
- College/University
- Independent Scholar or Researcher
- Other

Preferred Date(s) for Research Visit: \_\_\_\_\_

How many days do you anticipate requiring for your visit? \_\_\_\_\_

Do you propose to conduct any of the following? If yes, the relevant forms are available upon request:

- Photography
- Illustrations
- 3D scanning
- Replication (rubblings, impressions, and casts) \*
- Scientific testing or x-radiography \*

*\* Requires separate request and approval*

Please describe the purpose of your visit request: \_\_\_\_\_

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

*Your signature indicates that you have read and agreed to the attached policy and guidelines.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COLLECTIONS INFORMATION

Please describe or list the collections that you are interested in (geographic area, cultural groups, persons, archaeological sites, object numbers, material types, etc.), or attach a separate document or spreadsheet with descriptions and object number(s): \_\_\_\_\_

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Please identify the Curatorial Sections from which you are requesting access to collections:

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/> African    | <input type="checkbox"/> Egyptian*              | <input type="checkbox"/> Near East             |
| <input type="checkbox"/> American   | <input type="checkbox"/> European Archaeology   | <input type="checkbox"/> Oceanian              |
| <input type="checkbox"/> Asian      | <input type="checkbox"/> Historical Archaeology | <input type="checkbox"/> Physical Anthropology |
| <input type="checkbox"/> Babylonian | <input type="checkbox"/> Mediterranean          | <input type="checkbox"/> Museum Archives       |

*\*Due to building renovations and gallery development work, the Egyptian Section is currently unable to support research requests.*

Please email this completed form to the appropriate Curatorial Section:

African	<a href="mailto:africansection@pennmuseum.org">africansection@pennmuseum.org</a>
American	<a href="mailto:americansection@pennmuseum.org">americansection@pennmuseum.org</a>
Asian	<a href="mailto:asiansection@pennmuseum.org">asiansection@pennmuseum.org</a>
Babylonian	<a href="mailto:babyloniansection@pennmuseum.org">babyloniansection@pennmuseum.org</a>
Egyptian	<a href="mailto:egyptkeepers@pennmuseum.org">egyptkeepers@pennmuseum.org</a>
European Archaeology	<a href="mailto:europeanarchaeologysection@pennmuseum.org">europeanarchaeologysection@pennmuseum.org</a>
Historical Archaeology	<a href="mailto:historicalarchaeologysection@pennmuseum.org">historicalarchaeologysection@pennmuseum.org</a>
Mediterranean	<a href="mailto:mediterraneansection@pennmuseum.org">mediterraneansection@pennmuseum.org</a>
Near East	<a href="mailto:neareastsection@pennmuseum.org">neareastsection@pennmuseum.org</a>
Oceanian	<a href="mailto:oceaniansection@pennmuseum.org">oceaniansection@pennmuseum.org</a>
Physical Anthropology	<a href="mailto:physicalanthropologysection@pennmuseum.org">physicalanthropologysection@pennmuseum.org</a>
Museum Archives	<a href="mailto:archives@pennmuseum.org">archives@pennmuseum.org</a>

### For Internal Use Only

Date Received: \_\_\_\_\_ Date Replied: \_\_\_\_\_

Proof of vaccine or exemption:  Authorized by: \_\_\_\_\_

## Penn Museum Collections Access Policy: A Guide for Visitors

The Penn Museum welcomes and encourages researchers and the public to access the collections in our care (accessible online at [www.penn.museum/collections](http://www.penn.museum/collections)). We house cultural and archaeological collections from Africa, the Americas, Asia, Oceania, ancient Egypt, the Mediterranean, and the Near East, physical remains in the Physical Anthropology collection, as well as extensive photographic, film, and document archives. We make every effort to accommodate visit requests, however, mitigating circumstances (including but not limited to inaccessibility, fragility, publication status, loan status, cultural protocols or restrictions, other sensitivities, construction/facility issues, and time constraints) may restrict access to some materials.

The following guidelines have been developed to facilitate study of the collections while maintaining the safety and security of our visitors and the collections in our care. For general inquiries about access to Museum collections and records or our collections management policy, please contact the Museum's Registrar's Office ([registrar@pennmuseum.org](mailto:registrar@pennmuseum.org)). For specific requests, please contact the appropriate Curatorial Section listed on the Collections Access Request Form.

### GUIDELINES FOR ACCESS TO COLLECTIONS

Anyone not adhering to these guidelines may be asked to leave the Museum's study areas. Any changes from these guidelines must be obtained in writing in advance from the relevant Contact Person.

1. As of October 2021, the Museum requires everyone who accesses the Museum's collections to provide proof of immunization against COVID-19 or proof of a valid exemption.
2. Per University guidelines, all visitors to campus must complete a COVID-19 screening through [PennOpen Campus](#) before arriving each day. Staff may require visitors to wear masks while working in collections areas.
3. All collections visit requests that involve access to the Museum's collections must be submitted at least four (4) weeks in advance of the desired dates.
4. Requests for hazardous or culturally sensitive collections are likely to be denied.
5. Only persons who are listed on the **Collections Access Request Form** (pages 1-2) will be permitted in study areas. For special accessibility or coordination requirements, please communicate directly with the appropriate Curatorial Section.
6. Visitation times are between 10:00 am and 4:00 pm, Monday-Friday. The Museum is closed for University-designated holidays.
7. A one (1) hour lunch break will be scheduled by the relevant Contact Person.
8. Visitors must observe all Museum access and security regulations while in study areas and must follow instructions from Museum staff.
9. Visitors must wear Visitor Badges at all times when in public spaces; badges will be provided upon entry.
10. No coats, umbrellas, backpacks, bags, briefcases, etc., are permitted in storage areas. Lockers or office space will be provided by either the Registrar's Office, the office of the relevant Contact Person, or in another designated area. The Museum does not assume responsibility for these items.

11. Any necessary bags or other possessions taken into study areas are subject to examination upon departure.
12. Museum staff may request the removal of potentially damaging jewelry and accessories from a visitor's attire before allowing access to study areas.
13. Eating, drinking, smoking, and chewing gum is not permitted in study areas.
14. Visitors may only use pencils in study areas. No ball-point pens, markers, ink pens, or other permanent marking tools are permitted in study areas.
15. Visitors are responsible for supplying their own equipment (e.g. cameras, plastic measuring devices, such as calipers, magnifying loupes, etc.). Equipment that is not handheld must be approved in writing prior to the research visit.
16. For measuring objects, the use of cloth tape measures is preferred. Please ask Museum Staff before using metal or plastic measuring devices.
17. Visitors may handle objects only with the permission of Museum staff.
18. Only Museum staff will move objects to and from storage equipment (e.g. shelves, drawers, etc.).
19. For both the safety of the object and the researcher, disposable Nitrile and Latex gloves will be provided, and must be worn when handling objects. Note that collections may have been treated with harmful pesticides in the past or may react with human skin oils.
20. While working with collections, tags or labels must never be removed from objects and loose paper labels must remain in association with collections.
21. Cleaning (even superficial), dusting, and/or brushing objects is not permitted without consultation with the Museum's Conservation Department.
22. Photography or illustration may be undertaken only after a [Photography & Illustration Permission Form](#) has been reviewed and signed.
23. Scientific testing (material analysis), x-ray imaging, and replications (rubblings, impressions, and casts) falls under the provisions of the Museum's **Scientific Testing Policy** (which is available upon request) and proposals for such must be arranged in advance of the visit.
24. Researchers must coordinate with the relevant Curatorial Section to document a complete list of all objects and/or object groups examined during their research visit.
25. Visitors should also submit to the relevant Curatorial Section and/or Registrar's Office one copy of any paper, publication, or film that results from the work undertaken during the collections visit.
26. Visitors must comply with all applicable [University policies](#).