

Research Visit Request

To access the Museum's stored collections please complete this form and return it to coriniummuseum@slm-ltd.co.uk

Please make sure you have read the conditions on the reverse.

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| Name of researcher: | |
| Contact details (address, telephone number & e-mail address): | |
| Project Name (if applicable): | |
| Date of visit: | |
| Research proposal (what do you want to achieve/ learn from our material?): | |
| Archive, collection or material looked at to include relevant accession numbers: | |
| Who will own the copyright of the data and final text? | |
| Research Institution/Employer/Funder (if applicable): | |
| I agree to provide the museum with one hard copy and one digital copy of any research results and data and outputs (if applicable) I agree to the Corinium Museum using my final text and data for interpretation. | |
| By signing (by hand or electronically) I agree to the above. | |
| Signature of Researcher: | Date: |
| Signature on behalf of Museum: | Date: |

Research Visit Conditions

1. Access to collections is at the discretion of the Museum and by appointment only. The Museum reserves the right to restrict or prohibit access to stored collections at any time without notice.
2. Due to the number of research visits requested, a limit may be placed on the duration of your visit and the number of objects, archive records or books you can view.
3. The Museum reserves the right to deny access to friends and relatives or anyone accompanying a researcher unless those people are named on this form.
4. Visitors must comply with all emergency procedures, including the evacuation of the building in the event of a fire, or for fire drills.
5. Smoking, eating, drinking and the chewing of gum is not permitted anywhere in study areas.
6. Notes may be made using pencils or personal computers only. The use of pens, paints, glues or any other substance or equipment that may damage the collections is not permitted.
7. In order to safeguard collections visitors must not touch or handle objects without express consent from a supervising member of staff. If consent is given they must be handled as instructed and not marked or interfered with in any way including changing ordering.
8. Archive records and books may be handled but only with great care, visitors must not mark, lean on, or interfere with the original order of material. All handling instructions given must be followed.
9. Reproductions of collections, including by photography and filming, may be permitted at the discretion of the supervising member of staff for private study and non-commercial research only, subject to copyright legislation and other restrictions. Reproductions are not permitted for publication (including the internet). An *Agreement for Non-Professional Reproduction of Objects* must be completed before reproduction commences.
10. Commercial reproductions of collections are subject to different conditions and charges.
11. The Museum must be acknowledged in any research based on material from the collection, wording will be provided on request. If a copy of research based on material from the collections is requested this must be supplied.
12. Additional conditions may apply depending on the store visited or collection examined.