

## **Access to the Collections of the University of Michigan Museum of Anthropology**

The Museum grants access to collections (objects and documentation) for the purpose of research and study conforming to the standards of the scholarly disciplines it represents and to individual scholars and members of groups whose traditional culture is represented by collections held by the Museum.

Please read and acknowledge your acceptance of this policy by signing and returning with your Request for Access Form.

- Projects must be specific and visitors will be limited to the materials they initially request.
- Student researchers are required to provide a statement of their research objectives and provide a letter of support from a faculty member from their home institution who is familiar with their research.
- Unaffiliated researchers should provide a brief CV with their statement of research objectives.
- Access to collections is by appointment only and is provided only during regular staff working hours: Monday to Friday, 9 am to 5 pm, excluding holidays. Written requests (e-mail and fax are accepted) should be submitted to the Collection Manager for approval at least three weeks prior to the requested research date. Once accepted the time, place, and location for access to the collections will be arranged.
- A copy is requested of any publication or thesis, if material from the collections is used as an integral or major part of the research. Please credit material used in publications to the Museum of Anthropology, University of Michigan.
- Photographs of artifacts may be taken only with staff permission. The Museum reserves the right to limit views taken if the objects are judged to be fragile, and photography and handling would cause damage.
- Photographs taken during research are for personal and research use only. Clearance for any other use, including scholarly publication, exhibition, electronic transmission, or general distribution in any medium, must be secured by submitting a written request to the attention of the Collection Manager, and will be evaluated on a case-by-case basis.
- Requests for destructive analysis require a written statement and will be evaluated on a case-by-case basis. See the Destructive Analysis Policy for more information.