

UNIVERSITY OF MINNESOTA

Twin Cities Campus

*Department of Anthropology
395 HHH Center
301—19th Ave South
Minneapolis, MN 55455*

Application for Access to Collections

Instructions: The collections of the Anthropology Department at the University of Minnesota are held in public trust and use of the collections is encouraged. Please complete all applicable areas and submit a current resume and research design for review. Read all conditions on back of form before signing.

1. Name of Applicant: _____
2. Organization: _____
3. Email Address: _____ 4. Phone: _____
5. Date of Application: _____
6. Specify Materials to be Used (collection name, site number, material(s), species, etc.)

7. Please describe the nature of the project as explicitly as possible. Also describe the purpose of examining the collection (publication, independent research, class project, etc.). Additionally, describe the methods to be utilized and their impact on the collections (photography, physically measure specimens, 3-D Imaging, etc.):

8. Dates you wish access (Preferred): From _____ To _____

(Alternate): From _____ To _____

9. Applicant's Signature: _____

By typing your name here, you are acknowledging your electronic signature of this agreement.

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Collections Access

Collections and records may be made available for examination and study to qualified individuals after approval by the Lab Directors. Applications should be emailed to the Lab Manager mjedling@umn.edu – The application will then be distributed to the Lab Directors for approval. All security and handling requirements must be met. The Department of Anthropology (hereafter the Department) does not allow open, unmonitored access to the Department's storage areas or collections.

Requests for Access

Requests for access should be made at least one month in advance. A written description of the proposed project should accompany the request. Verbal requests for short term access by previously approved individuals will be granted if time and personnel allow.

Conditions Governing Access to Collections

1. If granted access, applicant agrees to abide by the Department's guidelines for handling and using collections.
2. Applicant agrees to provide full acknowledgement of the Department in any publication, report, film, photograph, etc., which utilizes material or information derived from any use of the Department's collections.
3. Applicant agrees to provide a copy of all collected data to the Department. The collected data will not be shared with anyone outside of the Anthropology Department for at least three years, unless prior permission is obtained from the researcher. Additionally, applicant agrees to provide Department with a copy of any report or publication that results from, describes, or refers to the proposed study.
4. All catalog, accession, and archival records that are the property of the Department shall be treated as public information unless the data are excluded 1) under state and federal freedom of information acts, 2) under state and federal antiquities laws, or 3) are covered by copyright laws. No original documentation will be loaned.
5. The collections will be made available only to serious and qualified researchers with approved projects and research designs.
6. No researcher may do anything which will alter the appearance of an object or document without written permission of the Department. This includes conservation, cleaning, casting, or sampling for testing.
7. Restrictions may be placed on fragile materials. These may include:
 - a. Handling restricted to Department staff
 - b. Handling not permitted
 - c. Access may be denied, in which case photographs or drawings maybe supplied.
8. Prior permission from the Department is required before photographs are taken of collections objects.