



Research Access Form

Name(s): _____

Tel: _____

Address: _____

Email: _____
Fax: _____

Institutional Affiliation: _____

Project Title and brief summary (please attach additional information if needed).

Please identify the materials you wish to examine.

Art works _____ (Please list or otherwise identify in an accompanying document)

Artist Files _____ Collections Database _____ Collection Files _____

Collection Images _____ Other _____ (Please identify)

Date(s) and time(s) preferred for research access: _____

Estimated amount of time required: _____

Please note any additional information or special requests in the space below:

I, _____, have read and understand the
(print name)
regulations (reverse/second page) and agree to abide by them during my visit.

(signature)

(date)

Regulations

1. Research access is provided by appointment only and dependent on staff availability. Research requests should be made ONE MONTH prior to the visit to best accommodate requests. Research hours are Monday through Friday, 10 am to 12 pm, 1 pm to 4 pm.
2. Food, drink, and chewing gum are not allowed within research areas.
3. Pencils are the only writing instruments allowed within research areas.
4. Bags, briefcases, coats, and umbrellas may not be taken into any of the research areas. Secure locations will be provided to store these items.
5. Researchers will be accompanied by a staff member at all times.
6. Care and handling of collections materials will be the primary responsibility of the AGNS staff accompanying the researcher.
7. Photography is strictly prohibited unless special permission is sought and granted prior to the research visit.
8. If excessive staff time is necessary to support the requested research, AGNS will charge a curatorial fee for the additional time.
9. It is requested that a copy of all papers or publications that result from the research conducted at the AGNS be forwarded for our records.
10. Disregarding these regulations or otherwise behaving in a manner which endangers the AGNS collections or staff will result in research access privileges being revoked.