

Johnson County Museum

Research and Access Policies for Photographs, Manuscripts and Artifacts

The Johnson County Museum (JCM) has both an ethical and a legal responsibility to its donors, its collection, and to the people of Johnson County to care for the collections in a manner that will ensure their long-term preservation. Please note that access for research may be limited by space or staff availability, or care and security of the collections. Researchers are required to read and sign this form before gaining access to materials. Theft and mutilation of collection materials are crimes that will be reported to the appropriate law enforcement authorities. The following guidelines are designed to ensure the long term preservation of the collections.

General guidelines for all collections access:

Collections are available for research with curatorial supervision and **by appointment only**, Monday through Friday 10 am to 4 pm. Requests to view artifacts must be made two weeks in advance.

Food and drink are not permitted in the research areas, collections storage or in the Museum galleries.

Laptops are permitted; scanners, cameras and personal copiers will not be allowed.

Researchers must use pencil; in order to prevent accidental and permanent marks on collection items, ballpoint and felt tips pens/markers are not permitted.

Researchers will be accompanied by Museum staff at all times when working in office or collection storage areas.

Collection items will be handled with care and as little as possible. Researchers will be required to wear white cotton gloves when handling collections. Gloves will be provided.

The Museum reserves the right to inspect all brief cases, folders, notebooks, backpacks and other carry items upon departure from the Museum. These items will not be permitted in collection storage areas.

Commercial use and reproduction of any collections material, such as photographs and pattern copies of artifacts, or otherwise, requires prior negotiation with the Museum and is also subject to applicable intellectual property laws, copyright and trademark.

All records, except those pertaining to donors, are open to the public as regulated in the Open Records Act, Kansas Statutes Annotated 45-215 et seq.

I have read the above and understand and agree to abide by the policies established by the JCM. I agree to exercise due care in handling of any collection items and to assume full responsibility for any damage, accidental or otherwise I may inflict on JCM property.

Name: _____ (Print)

Phone: _____

Email: _____

Address: _____

Signature: _____ Date: _____

Questions and requests to view artifacts may be directed to:

Johnson County Museum
6305 Lackman Road
Shawnee, KS 66217
913-715-2550
Email: jcmuseum@jocogov.org

Rev. 4-2014