

Research Request Form

AMON CARTER MUSEUM
3501 CAMP BOWIE BLVD FORT WORTH, TX 76107

Date: _____

E-mail: _____

Name: _____

Title: _____

Address: _____

Phone: _____

City/State/Zip: _____

Institutional/professional affiliation: _____

Address and phone: _____

Nature of research: Publication Dissertation/Thesis Commercial Use Exhibition
 Independent/Student Research Identification or Comparison w/ other materials Other

Specify: _____

Title/topic: _____

Subject: _____

Research sponsor/supervisor: _____

Please list 2 references (*people who know you and/or your work*), including their name, institutional affiliation and phone number or e-mail address:

1) _____

2) _____

Materials sought/area/type: Objects Collection Records Photographs/Slides Archive Documents

Specify: _____

Requested date(s) of access: _____

Estimate of research time: _____

I have read the conditions of identification on reverse and agree to abide by all rules and regulations of the Amon Carter Museum.

Signature of Researcher: _____

Date: _____

Conditions of Access to Collection Objects

For anyone entering the collection study room to view art objects, the following rules must be adhered to, or they will be asked to leave. These rules apply to all collection materials. The staff of the ACM will make every effort to see that qualified researchers are given a reasonable amount of access to collections and assistance in their research needs.

1. All research projects require a prior appointment and all decisions concerning access to collections will be made at the discretion of the Director, Curators or the Collections Manager. Access to certain items may be limited due to condition or other reasons established by the staff.
2. Smoking is prohibited in the entire museum. Food and drink are not permitted in the collections study room. No chewing gum, candy, mints are allowed collections study room.
3. No handling or touching of any objects is permitted. If an object must be moved for any reason, notify the Collections Manager or other Collections staff.
4. An ACM staff member must be in the collection study room at all times when the visitors are present.
5. Research visitors working around original materials are not allowed any personal items. All briefcases, purses, bags, file folders, etc. must be stored in lockers provided by ACM.
6. Pencils are the only writing implements allowed within the collection study room. Laptop computers may be used, but should be placed at a safe distance from any artwork. Photography is not permitted.
7. Take care that nothing touches the art surface. Remove or secure any objects that might fall or cause a danger to artwork, including ties, scarves, jewelry or identification badges. Avoid sneezing or coughing over objects.
8. In most instances, Amon Carter Museum staff will handle all artwork. In isolated cases, when researchers are experienced museum professionals, they may be permitted to handle matted artwork or unmatted photographs in folders.
9. Staff will remove interleaving tissue from matted work. Ask for assistance to look at anything hidden beneath the mat window or on the back of print.
10. When looking at unmatted works in folders, put the folder flat on the table. If the works are mounted onto stiff cards or sleeved with a backing board, they may be flipped over carefully and one at a time to keep in the same order within the folder. Never hold the folder upright and flip through the objects from the top.
11. Removal of materials from the building is strictly prohibited, unless a loan has been arranged.
12. The ACM may request a copy of any subsequent publications.
13. Requests for photographic images and permission to reproduce should be made in writing and submitted to the collections management office. Please allow two weeks for processing.
14. The researcher is advised that the ACM may not hold literary or other copyrights to some items, and that it is the researcher's responsibility to secure these rights.
15. Researchers are expected to abide by all professional and scholarly canons of research ethics.

I have read the access policy statement and agree to abide by all rules and regulations of the Amon Carter Museum. I assume full responsibility and agree to identify the ACM of any claim, damage, or expenses caused the ACM by my use of ACM materials. I will sign to that effect on the front of this form.