



PUTNAM MUSEUM AND SCIENCE CENTER

RESEARCHER REGISTRATION FORM

1717 West 12th Street, Davenport, Iowa 52804-3597

RESEARCH POLICY

The Putnam Museum is an educational and cultural organization dedicated to collecting, preserving, and using cultural artifacts and natural history specimens for the benefit of the public it serves. As a part of that service, the museum makes its collections available to serious researchers and scholars to an extent that is practical and consistent with the goals and best interests of the museum.

Researchers may use the collections of the Putnam Museum provided that they have a stated research goal with an educational, public, or genealogical purpose; can demonstrate an appreciation of the unique and delicate nature of the resources that they wish to research; and can conduct research in a responsible manner.

Additional information about research at the Putnam Museum is listed on the back of this sheet. All researchers **MUST** complete the registration information below, read the entire research policy, and sign the bottom of the back of this sheet **BEFORE** they are allowed access to the collections.

REGISTRATION INFORMATION

Name _____

Title _____ Institution _____

Street Address _____

City _____ State _____ Zip _____

Telephone: home/work/cell (____) _____ email _____

Status: _____ Museum Member; _____ Student; _____ Other: _____

Reason for Research: _____ Thesis/Dissertation; _____ Genealogy;

_____ Other: _____

Research Topic: _____

Instructor/Advisor (if applicable) _____

Staff Use only: Materials viewed _____

RESEARCH PROCEDURES

All requests for research privileges and appointments must be made in advance so that the museum staff may make arrangements, assemble collections, and schedule curatorial time. No researcher should assume that they can have immediate access to the collections without a scheduled appointment. All researchers will be required to complete the registration form on the front of this sheet. The researcher may be required to provide identification that confirms a current permanent address and identification number which will be held by the museum staff while the researcher is in the building to insure that the researcher checks out with the appropriate staff member before leaving.

While natural history specimens, cultural artifacts, photographs, documents, and books may all be made available to a researcher, the museum reserves the right to restrict research on any item in its collections and may, in some instances, require and check references before a researcher is given access to collections.

No food or beverages are allowed in research areas. Researchers may bring into research areas only those materials essential for research. Approved belongings may be subject to search by the staff before departure. Items not approved for use in research areas will be checked at the Curatorial or Archives offices.

Current museum members and students may use the museum's research facilities without charge. All other researchers may be required to pay in advance a daily research fee which will cover both their admission to the museum and the time that the museum staff will spend assisting and supervising the researcher. Contact a curatorial staff member for current daily research rate.

Museum staff may perform very limited research. Staff research will depend upon available staff time and scope of requested research. Contact a staff member for further information.

Researchers may request permission to photograph objects in the museum's collections. Researchers and photographers may be required to sign a formal statement stipulating any pertinent restrictions on the use of such photographs and credit lines to be used for publication. The images from the Putnam Museum collection must be credited in any public presentation, published work or exhibition as "Putnam Museum and Science Center, Davenport, Iowa." Depending upon the type of use, images may require additional use fees.

USE OF COLLECTIONS

The collections of the Putnam Museum are available for use by appointment only. The use of the collections is subject to the following regulations:

- 1) Materials may be used only in the assigned area and must be returned to the appropriate staff member before the researcher leaves the museum.
- 2) Only pencils may be used. Use of any sort of pen or indelible pencil is PROHIBITED unless otherwise stated by a member of the curatorial staff.
- 3) All materials must be handled with great care. Researchers are responsible for materials until they are returned. THEFT OR MUTILATION OF MATERIALS IS A CRIME THAT WILL BE PROSECUTED.
 - a) No marks are to be added to or erased from any museum materials.
 - b) Researchers of books, manuscripts and archival materials must handle materials with clean hands, turning pages slowly and carefully, and touching only the margins whenever possible.
 - c) For photographs, manuscripts and archival materials, only one folder of materials is permitted to be open at a time. The order of materials within folders, and of folders within boxes, MUST be preserved. DO NOT REARRANGE ANY MATERIALS. Call apparent irregularities to the attention of the staff.
- 4) Photocopying services are available. Requests for such services are subject to the approval of an authorized staff member.
 - a) Copy prints may be requested. Ask a staff member for price list.
 - b) Photographs, manuscripts and other materials may be protected by copyright. The granting of permission by the Putnam to copy an item does not absolve the user from securing use permission from the copyright holder.
- 6) The museum asks that all researchers submit to the museum a copy of any final research project that contains references to holdings of the museum or is based upon research performed at the Putnam.

I have read and agree to comply with all the above-stated research rules and any special restrictions placed upon specific collections.

Signature _____ Date _____