

MIGHTY EIGHTH AIR FORCE MUSEUM

175 Bourne Ave.

Pooler, GA 31322

Phone: 912-748-8888 Fax: 912-748-0209

REQUEST FOR ACCESS TO COLLECTIONS

Date _____

Name _____ Day Time Phone _____

Institution _____

Address _____

Position _____ Instructor _____

Requested Access; (x) all that apply:

- Examine artifacts in storage
- View Photo Collection
- View Artifact Documentation
- Draw/Photograph Artifacts
- Other _____

Describe the purpose of your request and your credentials as they apply to this request:

Describe, in detail, the collections and/or documentation that you wish to see:

Requests to photograph or reproduce in any way are generally restricted to scholarly/educational use; these requests are reviewed individually.

REQUEST DATES & HOURS PREFERRED

Monday – Friday 9 am – 12 pm; 1 pm – 4 pm

- | | |
|---------------|------------|
| 1. Date _____ | Time _____ |
| 2. Date _____ | Time _____ |
| 3. Date _____ | Time _____ |

ACCESS TO COLLECTIONS

The Mighty Eighth Air Force Museum will assist and provide access to groups or individuals whose purposes fall within the mission of the Museum. Access may be limited by policy restrictions, space, staff time, or care and security to the collections.

The Following Conditions Govern Access to the Collections:

1. Access to the collections requires prior approval and appointment. Please bring a picture ID the day of your visit.
2. The Museum reserves the right to request a reference from researchers.
3. Smoking, eating, and drinking are not permitted in permanent collections or library areas. Researchers will use only pencil while conducting research. Coats, hats, briefcases, etc. will be appropriately stored away from research areas. All access is subject to close supervision by staff member of the Research Center.
4. Access to documentation is subject to federal and state laws governing both open records and rights to privacy.
5. The Museum reserves the right to charge a fee for researchers if it is determined that excessive time and/or materials are required for a project.
6. Reproduction is negotiated on a per case basis. It is possible, at times. To photocopy manuscript material. When reproduction of paper materials is desired, request should be made to staff.
7. The Museum requests that a copy of the final report, article, or paper and any auxiliary materials be filed with the Museum's Collections Department within a reasonable period.

I have read the above and agree to abide by these and all regulations of the Mighty Eighth Air Force Museum. Further, I assume full responsibility for any damage, accidental or otherwise, that I may inflict on Museum property.

Signed _____

Date _____

Return to: Research Center Director, Mighty Eighth Air Force Museum, 175 Bourne Ave., Pooler, GA 31322

FOR MUSEUM USE ONLY

Approved by _____

Date _____

Copied to Dept file _____ Date _____

Types of access Granted:

Photo/Illus. 1 time pass Access Denied

Accompanied Unaccompanied

Multiple access Other _____

Dates & Hours _____

COLLECTIONS USE

Date of Use _____

Actual Use:

General Tour Photo/Illus. 1 time

Accompanied Access Denied

Unaccompanied Multiple access

Other _____

Dates/hours assigned _____

Staff Name _____