



NATIONAL MUSEUM OF THE MIGHTY EIGHTH AIR FORCE

“ONE OF THE WORLD’S MOST POWERFUL MUSEUM EXPERIENCES”

REQUEST FOR ACCESS TO COLLECTIONS

THE CATALOGED RESOURCES AVAILABLE THROUGH THE RESEARCH CENTER ARE LIMITED TO MUSEUM MEMBERS AND PATRONS.

DATE: _____

NAME: _____

INSTITUTION: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

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: _____

REQUESTED DATES AND HOURS PREFERRED

TUESDAY – FRIDAY 9:00AM-12:00PM; 1:00PM-4:00PM

1. DATE	TIME
2. DATE	TIME
3. DATE	TIME

REQUESTS TO PHOTOGRAPH OR REPRODUCE IN ANY WAY ARE GENERALLY RESTRICTED TO SCHOLARLY/EDUCATIONAL USE; THESE REQUESTS ARE REVIEWED INDIVIDUALLY.

FOR MORE INFORMATION, CALL 912-748-8888 x110 OR EMAIL REGISTRAR@MIGHTYEIGHTH.ORG.

WHEN COMPLETED, THIS FORM CAN BE MAILED TO:
 RESEARCH CENTER DIRECTOR
 NATIONAL MUSEUM OF THE MIGHTY EIGHTH AIR FORCE
 P.O. Box 1992
 SAVANNAH, GA 31402



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ACCESS TO COLLECTIONS

THE NATIONAL MUSEUM OF THE MIGHTY EIGHTH AIR FORCE 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 OF THE COLLECTIONS.

THE FOLLOWING CONDITIONS GOVERN ACCESS TO THE COLLECTIONS:

1. ACCESS TO COLLECTIONS IS LIMITED TO MUSEUM MEMBERS AND PATRONS.
2. ACCESS TO COLLECTIONS REQUIRES PRIOR APPROVAL AND APPOINTMENT.
3. THE MUSEUM RESERVES THE RIGHT TO REQUEST A REFERENCE FROM RESEARCHERS.
4. SMOKING, EATING, AND DRINKING ARE NOT PERMITTED IN PERMANENT COLLECTIONS OR LIBRARY AREAS. RESEARCHERS WILL USE ONLY PENCILS 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 AND INTERPRETATION DEPARTMENT.
5. ACCESS TO DOCUMENTATION IS SUBJECT TO FEDERAL AND STATE LAWS GOVERNING BOTH OPEN RECORDS AND RIGHTS TO PRIVACY.
6. THE MUSEUM RESERVES THE RIGHT TO CHARGE A FEE TO RESEARCHERS IF IT IS DETERMINED THAT EXCESSIVE TIME AND/OR MATERIALS ARE REQUIRED FOR A PROJECT.
7. REPRODUCTION IS NEGOTIATED ON A PER CASE BASIS. REFER ALSO TO PHOTO COLLECTIONS FEE SCHEDULE. IT IS POSSIBLE, AT TIMES, TO PHOTOCOPY MANUSCRIPT MATERIAL. WHEN REPRODUCTION OF PAPER MATERIAL IS DESIRED, REQUEST SHOULD BE MADE TO STAFF.
8. 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 NATIONAL MUSEUM OF THE MIGHTY EIGHTH AIR FORCE. FURTHER, I ASSUME FULL RESPONSIBILITY FOR ANY DAMAGE, ACCIDENTAL OR OTHERWISE, THAT I MAY INFLICT ON ANY MUSEUM PROPERTY

SIGNED _____ DATE _____

FOR MUSEUM USE ONLY	COLLECTIONS USE
APPROVED BY: _____	DATE OF USE: _____
DATE: _____	ACTUAL USE: _____
COPIED TO DEPT. FILE: _____ DATE _____	<input type="checkbox"/> PHOTO/ILLUS. <input type="checkbox"/> ONE-TIME ACCESS <input type="checkbox"/> ACCESS DENIED
<input type="checkbox"/> PHOTO/ILLUS. <input type="checkbox"/> ONE-TIME ACCESS <input type="checkbox"/> ACCESS DENIED	<input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED <input type="checkbox"/> MULTIPLE ACCESS
<input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED <input type="checkbox"/> MULTIPLE ACCESS	<input type="checkbox"/> OTHER: _____
<input type="checkbox"/> OTHER: _____	DATES/HOURS ASSIGNED: _____
DATES/HOURS ASSIGNED: _____	STAFF NAME: _____

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