



City of Phoenix
S'EDAV VA'AKI MUSEUM

ACCESS TO COLLECTIONS REQUEST FORM

Date : _____

Name : _____

Affiliation : _____

Address : _____

Telephone : _____

Email : _____

Purpose / Project :

Description of access requested:

I hereby state that I have read and agree to abide by the conditions listed on the back of this form.

Researcher Signature

Date

Collections Access Approved by

Museum Staff Signature

Date



CONDITIONS GOVERNING ACCESS

These guidelines apply to all instances of special access to non-public Collections areas of S'edav Va'aki Museum (Museum). It includes photography and research access granted to individuals as well as representatives of organizations. Commercial access requires additional approval from the City of Phoenix Parks and Recreation Department's Public Information Office.

1. Requests to access the Museum's objects and archives must be received in writing at least ten days in advance.
2. A letter or copy of a research proposal that explains the objectives of the project must accompany the request.
3. Access to the Museum's objects and archives is by appointment only and must be approved by Collections Staff.
4. Access to personal information, site location information, or culturally sensitive materials is restricted and will require additional permission as well as additional documentation from the researcher.
5. Researchers will be escorted by Collections staff during access.
6. Except for sealed bottled water, no food or drink is allowed in the Collections area.
7. No bags are allowed in the research lab or Collections storage areas. Bags may be left in a separate area.
8. During access, Museum objects and archives may not be removed from the research area, altered, cleaned, or repaired.
9. Any evidence of damage or deterioration will be immediately reported to Collections staff.
10. Responsibility for loss or injury due to negligence will be assumed by the person requesting access.
11. Any product resulting from access will credit " S'edav Va'aki Museum, City of Phoenix". One copy of the product will be donated to S'edav Va'aki Museum.

SPECIAL CONDITIONS