



REQUEST TO ACCESS COLLECTIONS FORM

Date:

Appointment Day/Date Requested:

Name:

Address:

Phone (Home):

Phone (Cell):

Drivers License Number:

Purpose for access to the HBM Collection:

What objects are you interested in having access to:

What do you plan to do with your research e.g. publish a book, write a paper for school etc.?

Do you require any special accommodations during your visit or will you be bringing any supplies?

I have read the above Rules and Regulations of the Hermosa Beach museum attached to this form and agree to abide by them.

Signature: _____

Date: _____

RULES AND REGULATIONS CONCERNING ACCESS TO THE COLLECTION

Please read the following in its entirety and sign below acknowledging that you agree to abide by the rules and regulations of the Hermosa Beach Museum.

Access to the Collections

HBM is dedicated to providing the public and researchers access to the collection.

The public, personnel, researchers and visitors are subject to the HBM rules and regulations.

HBM provides exhibitions, programs and makes its collection available for research.

HBM personnel reserve the right to refuse access to the facility and collections at their discretion. Appeals can be made to the HBM Board of Directors.

Collection storage areas are strictly regulated and generally off limits to the public, press, and tours. At least two Museum Volunteers must be present when entering, exiting, and/or working in collection storage areas with guests; the only exception is the STAFF.

No more than 5 total people are permitted in the collections storage at one time.

Visitors to the collections storage area must be accompanied by approved Museum personnel at all times. Purses, bags, and coats must be left outside of the area before entering. Nothing that could potentially cause damage to the collection or individuals is permitted inside e.g. pens, pocket knives, food, drink, and etcetera. No photography is permitted by Non-HBM personnel in collections areas.

Once in the collections storage area, care should be taken to monitor entry and exit to prevent objects from being removed e.g. during a bathroom break.

Cameras can not be used in the Collections Storage Area; exceptions include documenting the collection, approved reproduction, etc.

No more than 5 objects should be out of storage for research purposes at one time; exceptions will need prior approval from the Acquisition Committee or the Board of Directors.

Random searches of the collection by non-HBM staff are not permitted. All objects required for research will be retrieved by HBM personnel and stored again by HBM personnel.

Researchers

Researchers are required to fill out a *Request to Access Collections Form*. Researchers are responsible for any associated costs, including but not limited to photocopies, photo reproductions, supplies and research by HBMM personnel. A fee schedule should be available upon request. It is highly recommended that researchers fill out the *Request to Access Collections Form* prior to visiting, to give personnel time to locate and make objects available. The number of Researchers is limited to 2 at one time. Researchers must sign in and out each visit.

Requests for reproduction rights of images, photocopies and the like must be submitted in writing along with a completed Photographic Copyright & Reproduction Form. HBM must receive credit for use of its collection as resource material.