

COLLECTIONS RESEARCH/ACCESS FORM

Sections A and C of this form must be completed, signed, and returned before the Museum can consider the appropriate response. Mail to: Fort Sill Museum, 437, Quanah Road, Fort Sill Oklahoma 73503.	
A. Name	Date
Organization and address	Phone
Description of material you wish to see:	
Proposed Date (s) of visit:	
Do You Wish to (Check all that apply) <input type="checkbox"/> Use research/archival library <input type="checkbox"/> Study material in storage <input type="checkbox"/> Study material out of storage <input type="checkbox"/> Obtain copies of material from collections <input type="checkbox"/> Photograph or illustrate material <input type="checkbox"/> Other:	
Study of material is for (Check all that apply) <input type="checkbox"/> Publication or paper referring to material from the Museum <input type="checkbox"/> Independent research <input type="checkbox"/> Identification or comparison of objects <input type="checkbox"/> Other:	
B. Date Request Received	Access approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Approved by	Date
Action Office	
Authorized to <input type="checkbox"/> Use research/archival library <input type="checkbox"/> Study material in storage <input type="checkbox"/> Study material out of storage <input type="checkbox"/> Obtain copies of material from collections <input type="checkbox"/> Photograph or illustrate material <input type="checkbox"/> Other:	
Date (s) and time (s) of access	
Restrictions	

C. In consideration of receiving permission to enter upon the premises, or to request support materials from the Museum for purposes of viewing, studying, publishing, etc. its historical collections, the undersigned agrees to all terms stated herein. Access to the collections is allowed only to the extent authorized by the Museum on this form.

Researchers will abide by all Museum policies and instructions and will adhere to correct handling procedures when working with artifacts. Researchers are also liable for any and all damage to Museum property which result directly or indirectly from improper handling of, or access to, Museum property.

All requests for information, copies, research assistance, etc. must be in writing and include a return address. Responses will be dealt with in a manner consistent with the Museum's priorities, not the requestors deadlines or suspenses. The use of Fax, Email, Federal Express and other means of expediting responses for historical research issues is discouraged.

Researchers will not reproduce an item of Museum property for commercial or private purposes without the express permission of the Museum. A copy of any publication, film, or other product, based entirely or partly on research, using Museum resources, will be provided to the Museum. Proper credit will be given to the Fort Sill Museum for said resources.

Visitor/Researcher releases the United States Government, the Department of the Army, the Fort Sill Museum, and all their agents, officers, employees, and personnel, of and from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of, or relating to, any loss, damage, death, or injury that may be sustained by the undersigned or any property of the undersigned while on the premises of the Fort Sill Museum for the purpose of the activity stated on this form.

Signature	Date
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