

# Marin History Museum

## Access Policy for Artifact and Photography Collections

- The Collections and Research Facility is a secure, private building, to which patrons must make appointments in order to gain access. Please state your credentials and purpose and await confirmation before coming to the Museum.
- Hours of access are Monday-Friday 8:30 a.m. - 4:00 p.m., by appointment only.
- Research appointments must be arranged with a staff member at least 24 hours in advance.
- Only a small number of people can be accommodated at one time in the Collection and Research Facility. Please do not bring unexpected guests.
- In instances of simultaneous requests for materials or equipment, priority will be given to museum members.
- Researchers must bear the cost of research fees, reproducing records, or of any other services they request.
- Researchers are expected to pay for their research requests at the time they come to use the material. Payments may be made by credit card, check, or cash.
- If the non-member requires more than one visit to use the requested material, s/he will be charged as if another request had been made.
- Researchers will not be allowed to access the artifact collection under the following circumstances: objects are too fragile to handle, artifacts are on loan, exhibit, with conservation professional, currently being cataloged, or in use by other researchers.
- Materials are available for use only in designated research areas.
- Researchers may not remove materials from designated research areas for any reason.
- Researchers may not enter the collection storage area.
- A staff member will supervise and assist all researchers accessing the collections.
- To keep materials in environmentally-controlled conditions, staff may limit the amount of material in the designated research areas.
- Researchers may bring and use equipment such as laptop computers, as long as the equipment does not produce noise that disturbs others.
- Researchers may not bring book bags, briefcases, backpacks, coats, umbrellas, etc. into designated research areas.
- Smoking, eating, and drinking are not allowed in the Collections and Research Facility.
- Photography is only allowed with staff permission.
- The use of pens is prohibited in designated research areas; only pencils may be used and can be supplied by the museum.
- Photocopying and scanning of materials may only be done by staff.

**These regulations are subject to change at the discretion of the Director of the Museum.**