



Research and Collection Use Policy

We are happy to help researchers by allowing them to use our facilities. However, because of the delicacy and importance of our collections, we require your cooperation to safeguard these items for posterity. Research is an important part of the mission of the History Museum and we are excited that you will join us in the acquiring and dissemination of historical information about our area.

1. Since all Museum collections are kept in locked storage facilities, requests to see materials must be made with a curator at least one week in advance to allow for scheduling. The collections are non-circulating and certain collections carry donor restrictions that may limit their use.
2. All Museum collections must be used in an area designated by Curator under his or her supervision. Notify the Curator before leaving the building. Please notify us if you wish to continue at a later date.
3. Fees are associated with researching the collection. Research appointments are \$25 per hour for non-members and free to museum members.
4. Only pencils and electronic devices may be used in taking research notes; no ink pens, fountain pens, or ink bottles. NEVER mark material, even with a pencil. Do not lean or take notes on top of historical materials.
5. When handling photographs always wear white cotton gloves provided by Museum staff.
6. Printed materials may be photocopied at a \$0.25 fee per page (or taken without charge digitally with a camera or phone), if copyright provisions allow and if copying can be done without damage to the materials.
7. Photographic reproduction of images is done by the History Museum staff upon written order. Ask for a copy of the photographic reproduction or commercial image use form.
8. All images or other materials for publication must be approved by a Museum Curator using one of the following credit lines:
 1. For the History Museum Collection: "Courtesy of the History Museum at the Castle, Appleton, WI"
 2. For a special collection (example): "Courtesy of the Sidney H. Radner Collection at the History Museum at the Castle, Appleton, WI"
9. Museum staff may be contracted to carry out your research. Ask for the "Research Policy and Contract" form. We charge a \$25 per hour fee to research on your behalf for non-members, and \$15 per hour for museum members.

I, the undersigned, have read and agree to all the policies put forth in the above statements:

Name (Print and Sign) _____ Date _____

Curator / Witness _____ Date _____

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