

Collections Visitor Agreement

Welcome to the Peabody Museum of Archaeology and Ethnology collections. Working with you to interpret, document, and engage with the collections is a key component of our Museum's mission.

The Peabody Museum provides access to collections in a manner founded on respect for descendant communities and those for whom the collections hold cultural value. We recognize the perspectives and positions of these communities in regard to their cultural heritage, and we commit to acknowledging and engaging with our own complex institutional and disciplinary histories. Visitors are encouraged to engage in active dialogue with the tribes or communities associated with the material they are studying.

Before Your Visit:

- A Peabody staff member will work with you to establish a list of specific objects or collections you would like to view and to help plan the duration of your visit. Casual browsing and spontaneous requests cannot be accommodated due to security and staffing requirements; however, we can help you locate material in our online collections database as well as any associated documentation. We will do everything we can to provide access and assist you in working with available research tools. Please ask us for any assistance you may need as you plan for your visit.
- Staff will alert visitors when requested objects have been designated as culturally sensitive by their communities of origin, or have specific protocols for access, photography, or handling.
- Let us know if additional people will be joining you to collaborate or assist with your visit so that we can prepare your research space accordingly. Each visitor will require a separate Visitor Agreement.
- Due to University environmental health and safety policy, we regret that we are unable to welcome children, family members, and other guests during routine research visits. If guests will be accompanying you to the Peabody, please let us know and we will be happy to arrange for them to visit the museum's galleries while you are working with the collections. Please note that different policies apply for special tours and visits including those from descendant communities.
- Because visitors in collections areas must be accompanied by a staff member, access is provided by appointment only, Monday through Friday, excluding University holidays. Please be aware that if you are late for your visit, it will still need to end at the agreed-upon time due to staff schedules.

During Your Visit:

- Staff will advise visitors on object handling procedures. We may restrict handling of some items due to condition or other concerns. Those who fail to comply with procedures and instructions from staff will be denied further access to the collections.
- Cameras, laptops, tablets, pencils (no pens), and paper are welcome for use during your visit; however, backpacks, coats, food, beverages, and most personal items are not permitted in collections storage or workroom areas. We will provide a secure place for you to store any such belongings during your visit.
- You may photograph items in the collections with staff permission, given time and space limitations. We reserve the right to limit photography if handling would cause damage to the object. Photography of general storage areas is not permitted. Visitors must provide all their own photographic equipment. Please tell us in advance of your visit if you plan on photographing collections and what equipment you will be bringing, and we will let you know about related policies on use of images you may take during your research visit.

After Your Visit

- If you use Peabody collections in a publication or thesis, as an integral or major part of the research, please send us a PDF or paper copy. The Museum does not collect copies of class papers. When research involves collections from known Indigenous groups or descendant communities, it is requested that the researcher also provide a copy to the communities.
- The Peabody Museum may require that one copy of primary data remain at the Museum as a permanent record of research. We will make arrangements with you to copy these data at the conclusion of your research visit and will not distribute these data without written permission from the undersigned researcher for a period of at least five years.
- Copies of research materials (digital files, photographs, archival documentation, etc.) provided by the Museum are for research purposes only and may not be reproduced nor distributed to third parties without written permission from the Peabody Museum. Please see our website for more information on [rights and permissions](#).

By typing my name in the space below, which shall constitute my signature, I agree to be bound by the above and attached terms:

Name/Signature:

Date:

For the Peabody Museum: