MUSEUM OBJECT AND MOVING PICTURE FILM ACCESS

The Rhode Island Historical Society Collections Department makes the collection in its care accessible to the public, conducts and encourages scholarly research. The Museum Collections are either on display in the John Brown House Museum or in storage. The Film Collections are in storage. Public access to items in storage is available by appointment only, items on display in the John Brown House Museum may be viewed as part of a house tour; more intensive research is available by appointment only.

All requests for access to Museum and Film Collections are reviewed by the RIHS Collection Staff. Access may be limited by space, size of the items being requested, staff availability and the policies governing the care and security of our collections. The RIHS charges handling fees for access to collections in storage and will charge additional handling fees if the request is determined to exceed the average limits of staff time and resources.

CONDITIONS

1. All Museum Collection researchers must complete a *Museum Collections Patron Registration Form* and present a photo ID. All Film Collection researchers must complete a *Library Patron Registration Form* and present a photo ID. Acceptable forms of photo ID are state issued drivers license, state issued identification cards and passports. Returning researchers must complete a registration once a calendar year.

2. Researchers accessing materials in the Library will be subject to the policies and procedures outlined in the *Library Patron Registration Form.* Researchers accessing materials in the John Brown House Museum will be subject to the policies and procedures outlined in the *Museum Collections Patron Registration Form.*

3. All registered researchers will be asked for their *Museum Collections Patron Card* and a photo ID at each appointment at the John Brown House Museum. Film Collection researchers will be asked for their *Library Patron Card* at each appointment to the RIHS Library.

4. The RIHS reserves the right to request a reference for researchers.

5. All approved researches will be accompanied by a RIHS staff person at all times. We will assign one staff person per researcher in the John Brown House Museum and one staff person per researcher/research group in the Library.

6. Due to the nature of the RIHS Collections no children age 12 and under will be allowed in the research area of the John Brown House Museum and young people between the ages of 13 and 18 must be accompanied by an adult. All people under the age of 18 must be accompanied by an adult in the Library.

7. The RIHS reserves the right to deny access to objects/film due to their material composition, condition, and/or storage location.

8. By submitting your request, you acknowledge that use, copy, or provision of any collections documentation or images to any other person or entity may be prohibited under intellectual property laws, rights of privacy or publicity unless researcher has received all necessary consents. Further, user agrees to defend and indemnify and save and hold the Rhode Island Historical Society, members of governing bodies, its officials, agents and its employees or designates harmless from and against any liability including costs and expenses, based on the violations of rights of ownership, infringement of copyrights, or invasions of privacy resulting from use of such materials or copies furnished pursuant hereto.

9. All photographs for publication and research must be obtained from the Rhode Island Historical Society, along with appropriate permissions, as negotiated with and assigned by the RIHS Rights & Reproductions Office. Researchers must contact the Rights & Reproductions Office for forms and more information: reproductions@rihs.org

TIMELINE

Upon receipt of your completed application form, you will be notified by email that the form has been received. Forms that have missing information will be delayed until all the information is received.

Please allow two weeks after your receipt notification for the RIHS collections staff to review and respond to your application.

OBJECT RETRIEVAL FEES

$25.00	1-2 small objects
$50.00	3-4 small objects
$75.00	1-2 large objects
$100.00	1-2 large objects *requiring 2 or more staff persons and/or special handling (like furniture disassembly)*
$150.00	1-4 objects *for groups of 3 or more researchers (including classes)*

Access requests are limited to 4 small objects or 2 large objects per visit with a mandatory two weeks between consecutive visits involving new objects requests.

FILM RETRIEVAL FEES

$10.00	Per reel – up to 4 reels each visit

Film Collection access requests are limited to 4 reels of film per visit with a mandatory two weeks between consecutive visits involving new film reel requests.

the **Rhode Island Historical Society**
Registrar's Office
121 Hope Street - Providence, RI 02906-2098
Fax: (401) 274-6852

CONTACT INFORMATION

Name: _____

Today's Date: _____

Email Address: _____

Organization: _____

Phone Number: _____

Title: _____

Fax Number: _____

Address: _____

RIHS Member # _____

REQUESTED ACCESS

☐ **Museum Collection**
☐ Monday between 10:00 and 12:00
☐ Monday between 1:00 and 3:30
☐ Tuesday between 10:00 and 12:00
☐ Tuesday between 1:00 and 3:30

☐ **Film Collection**
☐ Wednesday between 10:00 and 12:00
☐ Wednesday between 1:00 and 3:30
☐ Thursday between 1:00 and 3:30
☐ Friday between 10:00 and 12:00
☐ Friday between 1:00 and 3:30

RESEARCH TYPE

☐ Student Paper   ☐ Publication   ☐ Exhibition   ☐ Moving Picture   ☐ Broadcast/TV/Internet

REQUEST ITEMS

1. ☐ Object ☐ Film
  Call #: _____
  Creator: _____
  Title: _____
  Date: _____

2. ☐ Object ☐ Film
  Call #: _____
  Creator: _____
  Title: _____
  Date: _____

3. ☐ Object ☐ Film
  Call #: _____
  Creator: _____
  Title: _____
  Date: _____

4. ☐ Object ☐ Film
  Call #: _____
  Creator: _____
  Title: _____
  Date: _____