

**Buffalo Bill Center of the West:  
*Collections Use Agreement***

**COLLECTIONS USE AGREEMENT**

Committed to advancing knowledge about the American West, the Buffalo Bill Center of the West encourages scholarship and research related to its collections. Those resources are available for legitimate study by responsible parties, including scholars, museum professionals, graduate students and members of the general public with specific research needs. Decisions concerning direct access to Center collections will consider the project's potential contribution to the enrichment of knowledge, in balance with the Center's other commitments to public service and to preserving objects and their cultural integrity.

**PURPOSE OF RESEARCH**

Researchers with study objectives, which will advance knowledge about the collections, can be granted access. Examples of valid objectives include but are not limited to research of the history or manufacture of objects, art styles, examination of style, and examination of objects by recognized tribal religious leaders.

**REPLICATION**

Any study, which involves the making of a copy or replica for commercial purposes of any collection item of the Center, requires curatorial approval, and, in addition, will require administrative review by senior staff

**SCHEDULING**

Arrangements for access to Center collections must be made with the appropriate Curator. *A cover letter describing the research request, the completed **Request for Collections Access** form completed by the researcher, and a current resume or curriculum vitae, must be submitted two weeks before access is needed.* The Buffalo Bill Center of the West may also require the submission of letters of recommendation. **A minimum of two weeks advance notice is required for access to the collections and/or collection information.**

**STAFFING REQUIREMENTS**

A staff member will oversee each researcher. Access is subject to the availability of museum staff to supervise. Depending on the project, a staff member may be present for the entire time the researcher is engaged with the collections, especially in secure areas. Research will be done during business hours (8-5, M-F) and in spaces designated by Center staff.

**Collections Use Agreement, continued**

**OBJECT EXAMINATION**

Object handling will be conducted in a professional manner at all times and will be conducted by Museum staff unless indicated. With few exceptions, gloves (provided by the Center) must be worn. No destructive analysis or sampling is permitted without prior written approval of the Curator and Director. No cleaning, repair or alteration of any object shall be undertaken without written permission from the Curator. Museum staff must be notified immediately if an object is damaged.

**MUSEUM POLICIES AND PROCEDURES**

Researchers must comply with all museum policies and procedures. See attached list.

**PHOTOGRAPHY**

Research photography of collections is not allowed without specific curatorial approval. If such approval is granted, photographs may not be used for commercial publication. Photographs of collections pieces may be purchased through the Center, following Center photograph request guidelines.

**ACKNOWLEDGEMENT**

Researchers will acknowledge research assistance provided by the Buffalo Bill Center of the West in their publications.

***To ensure mutual understanding of this policy, researcher is requested to sign the following:***

I agree to abide by the policies and procedures of the Buffalo Bill Center of the West regarding use of collections. I also assume full responsibility of any damage or loss due to my inspection.

\_\_\_\_\_  
***Signature of Researcher***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Buffalo Bill Center of the West Curator***

\_\_\_\_\_  
***Date***

**Buffalo Bill Center of the West  
Request for Collections Access**

Today's Date: \_\_\_\_\_

Name of Researcher: \_\_\_\_\_

Title: \_\_\_\_\_

Institution/Representing: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Local Telephone: \_\_\_\_\_

Requested Appointment Date: \_\_\_\_\_

Title of Project/Paper: \_\_\_\_\_

Objectives of Study: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Estimated time required for research: \_\_\_\_\_

Objects or documents required for study, attach additional sheet if necessary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Proposed Activities:**

- \_\_\_\_\_ Examine objects/documents
- \_\_\_\_\_ Inspect existing photos
- \_\_\_\_\_ Obtain measurements of objects (written permission required)
- \_\_\_\_\_ Obtain samples of objects (written permission required)
- \_\_\_\_\_ Obtain copies of Documents
- \_\_\_\_\_ Unframing of works of art for examination
- \_\_\_\_\_ Other (explain on separate sheet of paper)

## **Request for Collections Access, continued**

Request Access to:

- Objects
- Curators (specify which ones) \_\_\_\_\_
- Library/Archives
- Collections Records
- Photo Documentation
- Curatorial Research Files
- Other (specify)

The Buffalo Bill Center of the West does not provide equipment for outside researchers. If researcher has specialized needs, which might require the use of Center equipment or tools, please describe your request and provide an explanation for request of Center equipment.

Access Granted: \_\_\_\_\_ Access Denied: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date \_\_\_\_\_

Conditions of Access:

- Personal Photography allowed
- Allowed supervised access to collections areas
- Other (Specify)

### **General Guide to Handling Objects**

1. No backpacks, briefcases, etc. will be allowed around objects. Lockers are provided at the reception desk in the main lobby for storage of personal items.
2. Only pencil may be used for note taking. Exceptions may be made with curatorial approval. A portable computer may be used if provided by the researcher.
3. White cotton gloves will be provided if objects are to be handled.