**Research & Reproduction Request Form**

**Section A: Contact Information**

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| --- | --- |
| Requestor Name: Click here. | |
| Mailing Address: Click here. | |
| Town/City: Click here. | Prov./Terr.: Click here. |
| Country: Click here. | Postal Code: Click here. |
| Telephone #: Click here. | Email: Click here. |

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**Section B: Research Topic**

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| Please describe the research topic. |

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**Section C: Research Purpose**

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| Academic | Genealogy | Publication | Government | Reproduction | Other |
| Please note any additional details on the purpose of the research. | | | | | |

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Please read the conditions printed on the back of this document. Your signature indicates that you have read, understand and will respect the conditions as presented.

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| --- | --- | --- |
|  |  | Click to select a date. |
| Signature of Researcher |  | Date |

--------------------------------------------------- *Staff Use Only Below* ---------------------------------------------------

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| --- | --- | --- | --- |
| Completed? | Yes | No | Completion Date: Date |
| Enter any staff notes. | | | |

**Research Access Conditions**

In order to preserve and regulate access to the collections, the Swift Current Museum (hereinafter ‘Museum’) requires that all researchers read and agree to the following conditions:

1. The Museum reserves the right to restrict access to legitimate researchers (including elementary and secondary students) and to deny privileges to any person found to be damaging, disordering, or removing items from the collections.
2. All collections are for use only within the Museum.
3. For protection of the objects and documents that are very often irreplaceable, researchers are required to use only pencils for taking notes. Pens and inks of all types are prohibited.
4. Smoking, eating, and drinking are prohibited at all times while working with the collections.
5. Objects and documents must be handled with great care (using gloves at the discretion of the Collections Officer) and should be returned in their original condition to the order in which they were received for examination. Problems encountered with the items being examined must be reported to the Collections Officer.
6. Researchers are required to check all personal belongings other than notepaper and pencils with the Collections Officer while working with the collections.
7. The Museum reserves the right to question researchers and to undertake searches of briefcases, handbags, and/or other containers prior to their leaving the premises.
8. Requests for photocopies can be made to the Collections Officer who will copy items at their discretion, considering the item’s condition as well as privacy and copyright laws. Reproduction requests have a minimum turnaround time of seven days; however, clients will be notified when requests are completed.
9. The Museum expects that researchers will acknowledge the Swift Current Museum as the source of information obtained.
10. Violation of the above regulations may result in the cancellation of research privileges.
11. Completing and signing the Research Request Form constitutes agreement by the researcher to adhere to the above regulations.