

Yellowstone Gateway Museum of Park County ACCESS POLICY & RULES FOR RESEARCHERS

Please read and sign below

Notes: 1) The terms "museum," and "YGM" refer to the Yellowstone Gateway Museum of Park County.
2) A researcher is defined as any visitor to the museum seeking access to museum collections, archives or library materials beyond that which, is afforded to the normal visitor entering the museum to view exhibits or attend public programs.

Access Policy

- Access to collections and/or to a secure area by researchers is by appointment only. Persons needing to have access are urged to make their requests known to the director or the director's designees as far in advance as possible. At least twenty-four hours advanced notice is required, but does not guarantee staff availability. The museum's staffing level fluctuates; prospective researchers should be prepared to discuss alternative times with the staff when they submit their requests.
- The YGM requires registration of all researchers (including those inquiring through the mail, on the phone, or Internet) and each researcher must complete a researcher registration form for access to the archives and museum collections. This information must be updated yearly to remain valid. All researchers must sign the researcher log maintained by the director and show a valid picture identification card at the time of the visit. All materials requested by the user are recorded.
- ⁸ Anyone not designated as authorized staff or authorized volunteers will be accompanied at all times by authorized YGM staff when in museum collection storage areas, when working in open exhibits, or when working with original museum and archival materials. There are no exceptions.
- Any limitations imposed on access due to collection conditions, staff availability, and security considerations must be imposed equally on all users, including YGM. staff's personal research.

Regulations and Rules for Conduct

- Researchers must sign in each day they use museum research areas, the library, or exhibits.
- Pens and markers are prohibited. Only lead pencils are permitted in museum research areas, the library, and exhibits.
- Bags, cases, packages, handbags, coats, backpacks, and all carried items are subject to search and are not permitted in museum research areas, the library, or exhibits. Researchers are encouraged to leave such items at home or in their vehicles.
- Scanners, portable photocopy machines, and cameras with a flash are prohibited to avoid damage to materials and copyright infringement.
- The use of tape recorders, typewriters, portable computers, and PDA's is subject to security procedures. The use of any equipment must not bother other researchers or staff.

- Food and beverages are permitted only in the kitchen. Smoking is prohibited throughout the YGM.
- Photocopying is generally performed by YGM staff within reasonable limits for a fee of fifteen cents (\$0.15) per page. Copying of pages from rare books and/or archival materials, or of any items in poor condition, is at the discretion of YGM staff.
- The YGM reserves the right to limit access to fragile or restricted collections.
- Researchers may use archival or manuscript materials or work with museum objects in designated museum research areas *only*.
- Permission to obtain a copy for scholarly purposes does not constitute permission to publish. (See "Copyright and Privacy Restrictions and Waiver.")
- Researchers who disregard these rules or endanger collections or the work of others will be denied access.

- When citing the YGM as the source of an image, document, etc, use the following format:

"Courtesy of the Yellowstone Gateway Museum of Park County, Montana, [*Insert specific collection name if applicable, e.g. Whithorn Collection*], YGM [*insert catalog number here*]"

Handling Procedures

- Archival and manuscript materials should be handled with the utmost care. Only one folder may be removed from a box at a time, and folders must be laid flat on the table. Instructions on the handling of museum objects will be furnished to the researcher and must be strictly adhered to.
- Researchers must maintain the original order of documents within their folders. Attending staff should be contacted if there is any sign of damage to archival material or museum objects or if items appear to be out of order. No attempt should be made to reorder or rearrange the documents or folders or to repair any physical damage to archival material or museum objects.
- Manuscripts, books, or museum objects may not be leaned on, written on, folded, traced over, or handled in any manner that may damage them. No photocopying of historic images is permitted except by YGM staff.
- Cotton gloves must be used when handling photographic images or museum objects. The YGM staff may also require the use of cotton or latex gloves for other materials and objects.

I, the undersigned, understand the rules listed above and agree to adhere to the Yellowstone Gateway Museum's policies regarding research in the museum collections, archives, and research library.

Printed Name of Researcher

Signature of Researcher

Date
