



THE GEORGE WASHINGTON  
UNIVERSITY MUSEUM

THE TEXTILE MUSEUM

## Research Access to the Museum's Collections at the Avenir Foundation Conservation and Collections Resource Center

The George Washington University Museum and The Textile Museum fosters the study and appreciation of art, history, and culture, both within the university and throughout the global community. It brings together The Textile Museum's highly regarded collections of textile art representing five continents and five millennia, and the Albert H. Small Washingtoniana Collection of artifacts documenting the history of Washington, D.C.

To meet the museum's educational mission, the objects housed in the Avenir Center on GW's Virginia Science and Technology Campus (44930 Knoll Square, Ashburn, VA 20147) are available to the public for serious study Monday through Friday, 9 a.m. to 3 p.m. by confirmed appointments only, and must be made at least four weeks (one month) in advance of the proposed access date. Every effort will be made to accommodate any person making a formal request to see or to study specific objects in the collections. We appreciate being informed of your needs and objectives in advance so that we may accommodate you as much as possible, given our active exhibition schedule and prior staff commitments.

In considering requests for research access, the museum must balance competing concerns such as the need to safeguard the collections and staffing needs. Preference will be given to scholars, students, artists, and professional staff members of other museums. Projects for study must be specific, and visitors must limit themselves to the material requested. We recommend a maximum of six objects per day. Casual browsing and impromptu requests cannot be accommodated. All visitors to the Avenir Center will be accompanied at all times by a collections staff member. Researchers must be at least eighteen years old.

Please observe rules and regulations provided to you after your appointment is scheduled. Be sure to confirm your appointment with the curatorial and collections management departments in advance of arrival.

Before you request an appointment, please check the museum's Arthur D. Jenkins Library holdings and the Albert H. Small Center for National Capital Area Studies collections for relevant publications, catalogues, periodicals, and pamphlets. Many of our collections items are published with full descriptions. The Arthur D. Jenkins Library is open to the public on Wednesdays and Thursdays from 1 p.m. to 4 p.m. and by appointment. Please email [museumlibrary@gwu.edu](mailto:museumlibrary@gwu.edu) for access information. The Albert H. Small Center for National Capital Area Studies reading room is open by appointment on Mondays, Wednesdays, and Thursdays from 11:30 a.m. to 4 p.m. Please e-mail [Washingtoniana@gwu.edu](mailto:Washingtoniana@gwu.edu). Both the library and study center are located at the museum's downtown site (701 21<sup>st</sup> Street, NW, Washington, DC 20052).

Please e-mail the appropriate curatorial staff member at the address below in order to discuss your research topic and to select appropriate objects for viewing. Once objects have been selected, fill out the attached Access Request Form and return it to the appropriate curator.

<b>Collection</b>	<b>Contact Person</b>	<b>Email</b>
Africa	Sumru Belger Krody	skrody@gwu.edu
Central Asia		
Early Islamic		
Islamic		
Late Antique		
North America		
Central America		
Pre-Hispanic America		
South America		
East Asia		
South Asia		
Southeast Asia		



## Request Form for Research Access at the Avenir Foundation Conservation and Collections Resource Center

### CONTACT INFORMATION

Name/Title: \_\_\_\_\_

Institution Affiliation: \_\_\_\_\_  
(or Personal Reference)

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

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

### AREA OF RESEARCH

Reason for request including intended use of the research access results (attach additional sheet(s) if necessary):

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

Please list object numbers below (or attach a separate sheet), as suggested by curatorial staff:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**REQUESTED DATE/TIME** (Please provide several choices in order of preference)

Date(s) Requested: \_\_\_\_\_

Time Requested (must be between 9 a.m. and 3 p.m.): \_\_\_\_\_

**COLLECTIONS INFORMATION**

Please identify those collections from which you are requesting access to materials.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Africa          | <input type="checkbox"/> East Asia     | <input type="checkbox"/> Pre-Hispanic America |
| <input type="checkbox"/> Central America | <input type="checkbox"/> Islamic       | <input type="checkbox"/> South Asia           |
| <input type="checkbox"/> Central Asia    | <input type="checkbox"/> Late Antique  | <input type="checkbox"/> Southeast Asia       |
| <input type="checkbox"/> Early Islamic   | <input type="checkbox"/> North America | <input type="checkbox"/> South America        |

Do you plan to photograph, illustrate, test, replicate, and/or publish any object(s) you are requesting for study? (Circle one):

**YES**      **NO**

Authorized for the George Washington University Museum and The Textile Museum by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Guidelines for Research Access to Collections at the Avenir Foundation Conservation and Collections Resource Center

The following guidelines for researchers have been developed to facilitate the study of our collections while maintaining the safety and security of the museum's irreplaceable objects. Anyone not adhering to these guidelines may be asked to leave the facility.

1. All research requests must be submitted at least four weeks in advance of the desired date for a research visit.
2. Only persons who are listed on the **Request Form for Research Access** will be permitted in the study area.
3. Research will be conducted at the Avenir Center located on GW's Virginia Science and Technology Campus (44930 Knoll Square, Ashburn, VA 20147), and may only take place between 9 a.m. and 3 p.m.
4. A mandatory one hour lunch break will be scheduled by museum staff.
5. Researchers must observe all museum access and security regulations while in the study area and must follow all instructions from museum staff.
6. Coats, umbrellas, unnecessary bags, etc. cannot be brought into the study space. Any necessary bags or possessions taken into the study area are subject to examination upon departure.
7. Museum staff may request the removal of potentially damaging jewelry and accessories from a researcher's attire before allowing access to the study area.
8. Eating, drinking, smoking, and chewing gum are not permitted in the study area.
9. Researchers may only use pencils in the study area.
10. Researchers are responsible for supplying their own equipment (i.e. cameras, measuring devices such as calipers, magnifying loupes, etc.). All equipment may be subject to inspection and approval by staff prior to their use in proximity to collection objects. For measuring objects, the use of cloth tape measures is preferred. Please ask museum staff before using metal or plastic measuring devices.
11. Touching, moving, and adjusting objects should be performed by museum staff only. A staff member will be present at all times to conduct such actions.
12. For both the safety of the object and the researcher, disposable gloves will be provided.
13. For the safety of objects do not use excessive light.
14. For pest control reasons please do not bring any textiles—except the ones you are wearing—into the study area.
15. Identification tags/labels must not be removed from objects.

16. Cleaning (even superficial), dusting, and/or brushing objects is not permitted.
17. Object photography or illustration may be undertaken as long as the images are for personal research use and not for publication.\* “Photography” refers to images made in any medium, including but not limited to slides, print photography, video, digital images, etc. “Illustration” refers to images made in any medium, including but not limited to pencil, ink, paint, etc.
 

*\*High resolution images of objects may be available through the museum’s rights and reproductions program. If researchers would like to request publication-quality images for their work, please e-mail [MuseumReproductions@gwu.edu](mailto:MuseumReproductions@gwu.edu).*
18. Object testing (material analysis) and replicating falls under the provisions of the museum’s **Scientific Testing Policy** (available upon request) and proposals for such must be arranged in advance of the research visit.
19. Researchers should submit one copy of any paper or publication that results from the work undertaken during the research visit to the relevant curator.

Thank you for your compliance and understanding.

**Your signature below indicates that you have read and agreed to these guidelines:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<i>For internal use only:</i>		
Date received: _____	Date replied: _____	Initials: _____
Collections Management Department		
Research access approved by: _____	Date: _____	
Comments:		
Conservation Department		
Research access approved by: _____	Date: _____	
Comments:		
Curatorial Department		
Research access approved by: _____	Date: _____	
Comments:		
Other (if necessary)		
Research access approved by: _____	Date: _____	
Comments:		