



THE GEORGE WASHINGTON
UNIVERSITY MUSEUM

THE TEXTILE MUSEUM

Research Access to the Washingtoniana Collection at the Albert H. Small Center for National Capital Area Studies Reading Room

The George Washington University Museum fosters the study and appreciation of art, history, and culture – both within the university and throughout the global community. As part of the museum, the Albert H. Small Center for National Capital Area Studies seeks to engage students, scholars, and the public in research and education programs pertaining to our nation’s capital. Portions of the Albert H. Small Washingtoniana Collection are housed in this space so they might be made available to researchers for study.

In meeting this important goal of the museum, the objects housed in the reading room of the Albert H. Small Center for National Capital Area Studies are available to the public for serious study Mondays, Wednesdays, and Thursdays 11:30 a.m. to 4 p.m. by confirmed appointments only that are made in advance. The reading room is accessible from the museum’s front entrance (701 21st Street, NW, Washington, DC 20052). Every effort will be made to accommodate any person making a formal request to see or to study specific objects in the collection or books in the library. We appreciate being informed of your needs and objectives in advance so that we may accommodate you as far as possible.

Casual browsing and impromptu requests cannot be accommodated. All visitors to the reading room will be accompanied at all times by a museum staff member. Researchers must be at least fifteen years old. The museum staff attendant will pull between one to five items for researcher use at a given time.

Please observe rules and regulations that will be provided to you after your appointment is scheduled. Reproduction by any means is prohibited without official authorization by the museum. Be sure to confirm your appointment with the curatorial office in advance of arrival.

Thank you for your compliance and understanding.

For appointments in the Albert H. Small Center for National Capital Area Studies Reading Room, please e-mail washingtoniana@gwu.edu.



Request Form for Research Access – Albert H. Small Center for National Capital Area Studies Reading Room

Please fill out and return to the appropriate staff as soon as possible. Contact information is listed on the last page of this form.

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)

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

Dates Requested:

Time Requested:



Please list materials below or attach a separate sheet with description (s) and object number(s):

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

Your signature below indicates that you have read and agreed to the attached guidelines

Signature: _____ Date: _____

Authorized for The George Washington University Museum by:

Signature: _____ Date: _____

Please e-mail the completed form to washingtoniana@gwu.edu.

Guidelines for Research Access to Collections – Albert H. Small Center for National Capital Area Studies Reading Room

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 museum's study areas. Any changes from these guidelines must be obtained in writing in advance from the relevant contact person.

1. All research requests must be submitted in advance of the desired dates for a research visit that involves access to the Museum's collections
2. Only persons who are listed on the **Request Form for Research Access** will be permitted in study areas.
3. Research will be conducted at the Albert H. Small Center for National Capital Area Studies located on George Washington University's Foggy Bottom Campus (701 21st Street, NW, Washington, DC 20052) between 11:30 a.m. and 4 p.m. on Mondays, Wednesdays, and Thursdays.
4. Researchers must observe all museum access and security regulations while in study areas and must follow instructions from museum staff.
5. Researchers must leave all coats, umbrellas, backpacks, unneeded bags, briefcases, etc. in the lobby coat room, or the office of the relevant contact person, or another designated area. The museum does not assume responsibility for these items.
6. Any necessary bags or other possessions taken in study areas 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 study areas.
8. Eating, drinking, smoking, and chewing gum are not permitted in study areas.
9. Researchers may only use pencils in study areas. No ball-point pens, markers, ink pens, or other permanent marking tools are permitted in study areas.
10. Researchers are responsible for supplying their own equipment (i.e. cameras, laptops, 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.
11. For measuring objects, the use of cloth tape measures is preferred. Please ask museum staff before using metal or plastic measuring devices.
12. Researchers may handle objects only with the permission of museum staff.
13. Only museum staff will move objects to and from storage equipment, or their storage boxes, mounts, and mats.
14. In some cases, disposable gloves may be provided, and if so, must be worn when handling objects.
15. For the safety of objects, please do not let objects hang over the edge of the table and do not use excessive light.
16. During object handling, tags or labels must never be removed from objects.



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17. 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.
18. Researchers should also submit to the relevant Curatorial Section and/or Collections Management office one copy of any paper or publication that results from the work undertaken during the research visit.

For internal use only:

Date received: _____ *Date replied:* _____ *Initials:* _____