



Research Access Information

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 collection 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 Foundation Conservation and Collections Resource Center on GW's Virginia Science and Technology Campus (44930 Knoll Sq., 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. Appointments 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 collections center will be accompanied at all times by a collections management staff member. Researchers must be at least 18 years old. Group visits are limited to a maximum of 12 participants.

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 collection works are published with full descriptions. During the academic year, the Arthur D. Jenkins Library is open to walk-in visitors on Thursdays and Fridays from 1 to 4 p.m. and by appointment. In the summer, visits are by appointment only. Please email museumlibrary@gwu.edu for access information. You can request a research appointment at the Albert H. Small Center for National Capital Area Studies by contacting washingtoniana@gwu.edu. Both the library and center are located at the museum on GW's Foggy Bottom campus (701 21st St. NW, Washington, DC 20052).

Please email 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.

Collection	Curatorial Staff	Email
Central Asia Islamic Lands Late Antique Non-Islamic Africa Contemporary Textile Art	Sumru Belger Krody	skrody@gwu.edu
East Asia South Asia Southeast Asia Contemporary Textile Art	Lee Talbot	ltalbot@gwu.edu
Pre-Hispanic America North America Central America South America	Shelley Burian	sburian@gwu.edu

Research Access Request Form

CONTACT INFORMATION

Name / title:

Institutional affiliation or personal
reference:

Address:

Email address:

Telephone number:

AREA OF RESEARCH

Please describe the reason for this request, including intended use of research results (attach additional pages if necessary):

COLLECTIONS INFORMATION

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

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

REQUESTED OBJECTS

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

_____	_____
_____	_____
_____	_____
_____	_____

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

YES

NO

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.): _____

This access request has been authorized by:

(Museum Representative)

Signature: _____

Date: _____

Printed name: _____

Title: _____

Guidelines for Research Access

The following guidelines for researchers have been developed to facilitate the study of the museum collections while maintaining the safety and security of its 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 **Research Access Request Form** will be permitted in the study area.
3. Research will be conducted at the Avenir Conservation and Collection Resource Center located on GW's Virginia Science and Technology Campus (44930 Knoll Sq. Ashburn, VA 20147), and may only take place between 9 a.m. and 3 p.m., Monday through Friday.
4. A mandatory one-hour lunch break will be scheduled by the attending museum staff member.
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, computers, measuring devices, 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 the safety of objects, do not use excessive light.
13. In keeping with our integrated pest management protocols, please do not bring any textiles — except the ones you are wearing — into the study area.
14. Identification tags/labels must not be removed from objects.
15. Cleaning (even superficial), dusting and/or brushing objects is not permitted.
16. Object photography or illustration may be undertaken as long as the images are for personal research use and not for publication.
 - a. "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.
 - b. 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 complete the [Image Use and Reproduction Form](#).
17. 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.

18. 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.

Requestor signature: _____ Date: _____

For internal use only:

Date received: _____ Date replied: _____ Initials: _____

Collections Management Department
Research access approved by: _____ Date: _____
Comments:

Curatorial Department
Research access approved by: _____ Date: _____
Comments:

Other (if necessary)
Research access approved by: _____ Date: _____
Comments: