Research Access to the Museum’s Collections at the 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 conservation and collections resource center on GW’s Virginia Science and Technology Campus (44930 Knoll Square, Ashburn, Va. 20147) are available to the public for serious study during normal working hours, Monday through Friday, 9 a.m. to 3 p.m., by confirmed appointments only that are made at least four weeks (one month) in advance. Every effort will be made to accommodate any person making a formal request to see or to study specific objects in the collection. We appreciate being informed of your needs and objectives in advance so that we may accommodate you as far as possible, given our active exhibition schedule and prior staff commitments.

In considering requests for research access, the museum must balance competing considerations such as the need to safeguard the collections and other demands on the staff. Objects to be examined require advanced preparation and relocation in storage by trained museum staff members. All reasonable inquiries are addressed as staff schedules permit, although we are committed to making every effort to serve the public. While every effort is made to accommodate all reasonable requests, preference is given to scholars, students, artists, and the professional staff members of other museums. Projects for study must be specific and visitors will limit themselves to the material requested. We recommend six objects per day under normal circumstances.

Casual browsing and impromptu requests cannot be accommodated. All visitors to the conservation and collections resource 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 that will be provided to you after your appointment is scheduled. Reproduction by any means is prohibited without official authorization by the George Washington University Museum and The Textile Museum. Be sure to confirm your appointment with the curatorial office in advance of arrival.

Before you request an appointment, please check carefully 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 to 4 p.m. and by appointment. Please email museumlibrary@gwu.edu. 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.

Thank you for your compliance and understanding.
Request Form for Research Access at the Conservation and Collections Resource Center

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:
COLLECTIONS INFORMATION
Please identify those collections from which you are requesting access to materials

___Africa  ___East Asia  ___Pre-Hispanic America
___Central America  ___Islamic  ___South Asia
___Central Asia  ___Late Antique  ___Southeast Asia
___Early Islamic  ___North America  ___South America

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 and The Textile Museum by:

Signature: ____________________________  Date: ____________________________
Please e-mail the completed form to the appropriate contact person at the address below:

<table>
<thead>
<tr>
<th>Collection:</th>
<th>Contact Person:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Africa</td>
<td>Sumru Belger Krody</td>
<td><a href="mailto:skrody@gwu.edu">skrody@gwu.edu</a></td>
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<tr>
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<tr>
<td>Early Islamic</td>
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<td><a href="mailto:ltalbot@gwu.edu">ltalbot@gwu.edu</a></td>
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<td><a href="mailto:skrody@gwu.edu">skrody@gwu.edu</a></td>
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<td>Pre-Hispanic America</td>
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<tr>
<td>South America</td>
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</table>
Guidelines for Research Access to Collections at the 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 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 at least four weeks 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 conservation and collections resource center located on the George Washington University Virginia Science and Technology Campus (44930 Knoll Square, Ashburn, Va. 20147) between 9 a.m. and 3 p.m.
4. A mandatory one hour lunch break will be scheduled by the relevant contact person.
5. Researchers must observe all museum access and security regulations while in study areas and must follow instructions from museum staff.
6. Researchers must wear visitor badges at all times.
7. Researchers must leave all coats, umbrellas, backpacks, unneeded bags, briefcases, etc. in either the Collections Management office, the office of the relevant contact person, or another designated area. The museum does not assume responsibility for these items.
8. Any necessary bags or other possessions taken in study areas are subject to examination upon departure.
9. Museum staff may request the removal of potentially damaging jewelry and accessories from a researcher’s attire before allowing access to study areas.
10. Eating, drinking, smoking, and chewing gum are not permitted in study areas.
11. 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.
12. 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.
13. For measuring objects, the use of cloth tape measures is preferred. Please ask museum staff before using metal or plastic measuring devices.
14. Researchers may handle objects only with the permission of museum staff.
15. Only museum staff will move objects to and from storage equipment, or their storage boxes, mounts, and mats.
16. For both the safety of the object and the researcher, disposable gloves will be provided, and must be worn when handling objects. Note that collections may have been treated with harmful pesticides in the past and direct skin contact should be avoided.
17. For the safety of objects, please do not let textiles hang over the edge of the table and do not use excessive light.
18. For pest control reasons, please do not bring any textiles, except the ones you are wearing, into study areas.
19. During object handling, tags or labels must never be removed from objects.
20. Cleaning (even superficial), dusting, and/or brushing objects is not permitted without consultation with the museum’s Conservation Department.
21. Object photography may be undertaken only after a **Photography/Illustration Permission Form** has been signed and authorized in compliance with museum restrictions. Note that photography refers to images made in any medium, including but not limited to slides, print photography, video, digital images, etc.
22. Object illustration may be undertaken only after a **Photography/Illustration Permission Form** has been signed and authorized in compliance with museum restrictions. Note that illustration refers to images made in any medium, including but not limited to pencil, ink, paint, etc.
23. 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.
24. Object testing (material analysis) and replicating (rubbings, impressions, and casts) 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.
25. 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: _________________

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: