

Policy #6: Museum Access and Research Requests

The President, Building Manager, Curator, and others so authorized by the President shall have unaccompanied access to the Museum building as listed on the Unaccompanied Access Roster maintained by the Secretary, each with a key to the facility and an individual alarm code. Such keys shall be individually signed for in a key control log maintained by the Building Manager or as otherwise directed by the President. Persons not authorized unaccompanied access shall at no time be present in the Museum building unless accompanied by at least one individual authorized unaccompanied access as outlined above.

Unaccompanied access to artifact storage areas is strictly limited to the Curator and, when circumstances require, the President and Building Manager. Access to the Collection, including but not limited to artifacts in storage and archives maintained in the Museum, will be granted or denied by the Curator with the best interests of the Museum in mind and in accordance with the following procedures:

1. A research request must be submitted in writing to the Curator, who shall approve or disapprove same. The Collections Committee shall be informed of all research requests.
2. Upon approval of the research request, the requesting individual shall make an appointment with the Curator to view the item(s) so requested.
3. No photography of any item not on view is permitted unless requested and agreed to prior to the appointment. Any photography or videography of any or all of the collection must be approved in advance by the President upon recommendation of the Curator. Photography of the Foster Collection shall be closely guarded by the Veteran Association.
4. Objects on display may not be moved from exhibit locations and objects in storage must remain in the designated item processing room unless otherwise approved by Curator in unusual circumstances or where moving the object is in the best interests of the Museum.
5. When in the processing room, the researcher shall at all times be accompanied by the Curator and no children under the age of 18 will be allowed in the processing room under any circumstances.

Nothing in this policy shall alter or supersede the requirements for accessing exhibits containing firearms and firearm storage areas as prescribed in the Security Policy.