

ARKANSAS STATE ARCHIVES

ARTIFACT ACCESS POLICIES AND PROCEDURES

Historical artifacts (i.e., all objects designated as part of the Arkansas State Archives Three-Dimensional Object Collection) are available to researchers by written request. Patrons must register and agree to abide by the Policies and Procedures listed below. Unprocessed materials are not available for use.

- Step 1:** Complete an *Arkansas State Archives Artifact Access Form* and submit for approval by the State Historian at least 48 hours (two business days) in advance of anticipated viewing to the Arkansas State Archives, 1 Capitol Mall, Room 2B215, Little Rock, AR 72201.
- Step 2:** If the request is approved by the State Historian, an appointment may be scheduled to view the artifact(s). Arkansas State Archives staff shall contact the patron concerning the request.
- Step 3:** Artifacts shall be viewed in the Archive Material Viewing Room. Patrons may bring pencils, loose paper, and an electronic storage device (i.e. laptop) into the Archive Material Viewing Room but must store all other personal belongings in a locker located outside the room. Personal copying equipment, including cameras, scanners, cell phones, and similar electronic devices may not be used. At the State Historian's discretion, another viewing location may be designated due to preservation or viewing issues.
- Step 4:** Patrons may view only one artifact at a time. The State Historian or designee shall monitor all special artifact viewing and determine patron handling. If patron is allowed to touch the object, patron shall follow standard museum practice including wearing cotton gloves and placing hands properly on the artifact.
- Step 5:** All personal belongings are subject to search before patron leaves the Archive Material Viewing Room.
- Step 6:** Give credit to the Arkansas State Archives for materials used.

The ASA allows access to and use of its artifacts only in a controlled manner that protects material's physical and intellectual integrity, and reserves the right to restrict or deny access to prevent deterioration, potential damage, mutilation, loss, mis-location of material, or interference with ASA administrative, professional, or technical operations, including service to other researchers. The patron's signature below indicates he/she has read and agrees to abide by the above regulations.

Signature _____ Date _____

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ARTIFACT ACCESS FORM

Please read and sign reverse side before submitting this form

NAME		RESEARCH #	
INSTITUTION			
ADDRESS			
CITY, STATE		ZIP CODE	
PHONE		OTHER PHONE	
EMAIL		DATE SUBMITTED	
REASON FOR ACCESS TO ARTIFACT			

Artifact #	Description of Artifact	Collection	Date of Access	Time of viewing

Approval of State Historian: _____ **Date** _____