



Research Request Form

Please print and submit a completed copy to the Mesa Historical Museum's Collections Manager.

Personal Information:

Name(s): _____

Address(es), Phone Number(s), and Email(s): _____

Name of your institution(s) and current title(s): _____

Supervisor(s) Name: _____

Research Information:

****Attach your research design to the back of this form**

Are you wanting to take photos? Yes No

Dates of Research: _____

Project description: _____

What is the purpose / expected outcome of this research? _____

Explain your proposed research techniques? _____

List any projects you have previously undertaken that are similar or related to this research project:

Which collection(s) will you need access to for this research? Will you need its provenience information?

Please describe all (non – destructive) analysis techniques you will use in your research such as taking measurements, making observation, and so on: _____

Will you need access to the museum's equipment (such as tables, Wi-Fi, etc.)? If so, what equipment and how much space will you need while conducting your research in the museum?

*** This is a research permissions request, and is not guaranteed to be accepted by the museum ***

For Collections Manager Use Only:

Accepted Rejected Date: _____ Signature: _____

Research Guidelines and Responsibilities Agreement

Please carefully read all the following guidelines and responsibilities and initial after each one to signify your understanding and willingness to comply to the guidelines and responsibilities set forth by the Mesa Historical Museum.

1. A signed Research Guidelines and Responsibility must be submitted along with the Research Request Form. _____
2. Under no circumstance is research to be permitted in the absence of a signed Research Guidelines and Responsibilities agreement. _____
3. Verbal discussions are not to be taken as viable permissions of research. _____
4. There is to be absolutely no food or water in the collections room or around any of the objects, archives, or photos. _____
5. Absolutely no sampling, alterations, modifications or testing of any kind on the objects, archives, or photos is permitted. _____
6. Any publications, papers, presentations, theses or dissertations that are a direct result of the research conducted on the collections named in the Research Request must give proper credit to the Mesa Historical Museum. _____
7. A copy must be provided to the Mesa Historical Museum of all data, results, publications, papers, presentations, theses or dissertations that are a direct result of the research conducted on the collections named in the Research Request. _____

Signature of Researcher #1

Date

Signature of Researcher #2

Date

Date Research was Conducted: _____