



Research Request Form

99s Museum of Women Pilots P.O. Box 950374 Oklahoma City, OK 73159

Name: _____

Institution/Affiliation: _____

Address: _____

Phone: _____

Email: _____

Schedule: _____

Dates of Proposed Visit/Estimated Hours Needed

Research/Equipment Needs (check all that apply):

☐ Review Archival Documents

☐ Scan/Copy Documents

☐ Examine Objects

☐ Take Measurements

☐ Photography

Purpose of Research (briefly describe project and materials required)

The undersigned acknowledges that he/she has read and agrees to abide by the Collections Access Policy

Researcher Signature

Date

Research Request: ☐ Approved ☐ Denied

Museum Official

Date

Collections Access Policy

1. **Introduction:** The 99s Museum of Women Pilots welcomes appropriate use of all the collections in its care. The museum endeavors to encourage use of the collections for research and education while ensuring the preservation of the collection for future generations of scholars and students. Access to the museum's collections is granted to researchers with clear research goals and institutional affiliations for legitimate research and educational purposes only. Some of the materials in the collection may be restricted based on condition. Access to the collections is subject to the 99s Museum of Women Pilots collection management policy.
2. **Procedures:** Researchers interested in accessing the collections should contact the Director of the 99s Museum of Women Pilots. After initial consultation, the researcher must complete the Researcher Request Form and submit a written request to the Director prior to conducting research. This provides for tracking research conducted on the collections and a formal means for the museum to access the appropriate use of the collections. Research requests should be received at least 2 weeks prior to the expected visit. Visits scheduled on shorter notice and unscheduled visits will be considered on a case-by-case basis depending on availability of staff and space. Research must be conducted between the hours of 10:00 am and 4:00 pm, Monday-Saturday, excluding holidays.
3. **Care and Preservation:** It is the responsibility of all researchers to assist in the preservation of the collections. The researcher agrees to observe access and security regulations relating to the use of the museum's collections and study areas. The researcher agrees to observe curatorial guidelines and restrictions for handling collections. The collections shall be given proper care to ensure against loss, damage, or deterioration. The researcher will not remove tags, repair, clean, alter, or restore objects.
4. **Fees:** If the researcher is unable to visit the Museum in person, the Museum will conduct research for a fee of \$20.00 per hour. Fee for copies, including scans, will be charged at .15¢ per page. Payment can be made via check or credit card. Checks should be mailed to: 99s Museum of Women Pilots, P.O. Box 950374, Oklahoma City, OK 73159. To pay by credit card call 405-685-9990.
5. **Photography:** All photography must be approved in advance. Photographs of collections may be taken for non-profit, educational or research purposes. Permission to publish photographs must be arranged by separate agreement with the Museum.
6. **Publication and Documentation:** The researcher agrees to inform the 99s Museum of Women Pilots if research is to be published. The researcher agrees to provide the museum with a copy of any materials produced that are derived in part or whole from research conducted at the museum, including any materials which are produced in fulfillment of educational requirements, or which are published for commercial purposes, through broadcast, computer-digitized, or print media.
7. **Credit Line:** For exhibition and publication, each object shall be credited to the 99s Museum of Women Pilots unless otherwise indicated.
8. **Database:** The museum's collections database is intended to support use of the collections, not to replace use of the collections themselves. It is the first step in the process of research and an important tool for organization of data prior to primary data gathering. In many cases, the data contained in the database may be incomplete or in error. It is the responsibility of the researcher to verify catalog entry identification and associated information before reporting data from the database in any form.
9. **Students:** Students are subject to the same collections access policies and procedures as other researchers. Research requests from students must be accompanied by a letter of support from the student's advisor.
10. **Special Conditions:** Special conditions for access may be placed on certain collections.