



National Museum of Iran

**REQUEST FOR ACCESS TO ARCHAEOLOGICAL COLLECTIONS
(Short term)**

Name(s) Title.....

Institution Address

Phone Email addressDate:

Describe the collections you wish to examine:

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Type of access requested (check all that apply):

- Examine artifacts/material Photograph/draw specimens/material Other:.....

Examination of collections is for following purpose (check all that apply):

- Publication of examined material Independent research Identification/comparison

Other-

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Describe your research project as completely as possible-

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Date (s) you wish access: Estimated time required:.....

Professional references or instructor/project supervisor:
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Your signature below indicates that you have read and agreed to the attached guidelines.

Signature:Date:

Please email the completed form to: masoumeh.ahmadi@gmail.com and researchnmi@yahoo.com

Rules and regulations for researchers

1. Research collections may be available to qualified investigators during normal working hours (8.30am - 2.30pm, Saturday through Wednesday), upon written application to Director.
2. Requests for collection use must be made in writing in advance and be approved by museum research committee. For complex projects, such as those requiring museum equipment, numerous specimens, or access for more than two days, a written request must be submitted at least two months in advance.
3. Written requests should include desired dates, times, materials desired and equipment required. Initial requests should be accompanied by a statement of purpose, publication and dissemination plans, and or resume or C.V. including reprints or reference to relevant publications.
4. Investigators must be accompanied by museum staff at all times.
5. All research must be done in the study room. Due to space limitations, the area is limited to 3 people at one time.
6. Collection material under study must remain in the study room at all times.
7. All refilling must be done by staff only.
8. Direct access to case documentation is limited to museum staff only.
9. Researchers must leave all coats, umbrellas, backpacks, unneeded bags, briefcases, etc., in the office of the relevant Contact Person, or another designated area.
10. Any necessary bags or other possessions taken into storage and study areas are subject to examination upon departure.
11. Eating, drinking, smoking, and chewing gum is not permitted in study areas.
12. Pencils, notebooks, and other advices necessary for research are permitted. Pens, markers, and sharp implements are not permitted when working with the collections.
13. For measuring objects, the use of plastic measuring devices is preferred. Please ask museum staff before using other 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 (e.g. shelves, drawers, etc.).
16. Researchers must use gloves when handling objects.
17. Never remove or undo repairs, tape, glue, stitching, etc. from an artifact or document.
18. Researchers should also submit to the relevant Curatorial Section and/or Registrar's Office one copy of any paper or publication that results from the work undertaken during the research visit.
19. A copy of the final report in English shall be handed over to the National Museum of Iran up to three months and he/she is bound to include the name of the National Museum of Iran in his/her reports and publications.
20. The researcher is bound to submit result of his/her study as a research paper to the Journal of Iran National Museum
20. The researcher is bound to include the name and logo of the National Museum of Iran and acknowledge the support of the Museum in all publications resulting from his/her study.
21. In case of publication of any photos used in the research, the name of the National Museum of Iran shall be included as the source under each photo.
22. The researcher is bound not to hand over the report and the taken photos to any third party.
23. In case of publishing his/her research, the researcher is bound to hand over 20 copies to the National Museum of Iran.
24. The Researcher is bound to observe all the current rules of the National Museum of Iran while working on his/her project.

I HAVE READ AND WILL COMPLY WITH THE TERMS OF THE CONDITIONS AND PROCEDURES SET FORTH AND OUTLINED HEREIN.

Signature

Date