

II. COLLECTIONS ACCESS POLICY

Purpose

To establish policies and procedures for access to the museum collection at the Alaska Regional Curatorial Center (ARCC). It is the policy of the National Park Service that its museum collections shall be made available for educational and research purposes, as long as this access does not:

- Endanger the item's preservation and security.
- Conflict with Federal legislation (such as the Copyright Act, the Freedom of Information Act) or state legislation (such as privacy and public laws).

National Park Service museum collections are of internal administrative importance, as well as importance to educational, research, and publishing communities both inside and outside the Service. Protecting these valuable resources for future generations to enjoy, while making them available to the widest possible audience, requires the ARCC museum staff to manage access to museum collections.

Policy

The Senior Curator will follow the established procedures to ensure the preservation and protection of the ARCC's collection when accessed by staff and visitors. Prospective visitors/researchers should be made aware that the museum staff is limited and extremely busy at certain times of the year and that authorized staff may not be available to assist them at all times. Accordingly, persons needing access are required to make an appointment as outlined in Section Two of this document.

Research questions, requests, or copies of this access policy are available upon request to:

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General Access Procedures

This written procedural statement applies equally to museum objects, archival and manuscript materials, museum collection records, and information about such center resources prepared by the staff in the course of their official duties.

Access to objects in the collection, to storage cabinets and exhibit cases, codes to the collection room and to keys to locks on storage cabinets and exhibit cases, will be strictly controlled by the Senior Curator. These areas are designated as secure areas, and except for emergencies, access shall be limited to authorized museum staff. Center staff are discouraged from routinely using museum storage space as work or reference room space.

Only those persons authorized in writing by the Senior Curator will be permitted unaccompanied access to secure areas under normal conditions. An authorized person will continuously supervise anyone in a secure area who is not authorized museum staff.

In an emergency, designated emergency response personnel may have access to secure areas in accordance with the provisions of the Alaska Regional Office Emergency Operations Plan. During unexpected instances of building closure authorized essential personnel may conduct walkthroughs of the curatorial areas, including restricted access storage areas, in accordance with written instructions from curatorial staff.

Granting of access to the museum collection area does not automatically include access to museum objects, archival materials, or museum records. Only persons with a legitimate need to use collection items will be granted access to them with the assistance and/or presence of museum staff.

Anyone requesting access to secure areas or to the museum collection must agree to comply with the provisions of the center's "Conditions for Access to Museum Collections."

These procedures will be reviewed every two years and revised as necessary.

Eligibility for Access to Collections

Access to the collections stored at the ARCC should be granted by the Senior Curator or their designee to the following individuals:

1. National Park Service staff from the Washington Office, centers, or parks who are visiting the regional office on official business. The nature of their work must require them to evaluate, inspect, or work with the collections or the rooms, cabinets, or cases housing the collections. Persons granted access under this category of eligibility do not necessarily have to be accompanied by park staff at all times; a decision in that respect will be based on their reasons for needing access and on other factors that the Senior Curator may consider germane at the time.
2. Representatives of Indian Tribes, Alaska Native, or Native Hawaiian organizations having official business for examining archeological, ethnographic, or other objects in the collections.
3. Individuals seeking to use collection for research or study. An individual may request to conduct research on the collection by registering and making an appointment with museum staff.
4. Non-museum National Park Service employees, including volunteers, who are being oriented to the NPS and their work or who require access to collections as part of their internal training.
5. National Park Service maintenance and law enforcement/protection staff in the performance of their official duties. Except in the most unusual circumstances, such personnel shall have access only to rooms in which collections are kept, not to storage cabinets or exhibit cases or to key boxes or other places where keys to cabinets and cases are secured. As provided below, other means shall be made available to these personnel for emergency access. Persons granted access under this item of eligibility do not necessarily have to be accompanied by curatorial staff, but should be whenever possible.
6. Individuals or representatives of organizations, institutions, or corporations desiring to use objects or records in the collection for commercial or publicity purposes. Such persons must satisfy the Superintendent that their purposes are legitimate and that the proposed uses are in keeping with park purposes and the NPS mission and will not reflect adversely on the park or the National Park Service. If the request involves material related to a Tribe, the Superintendent will conduct consultation prior to access to those materials. Access should not be granted solely on the grounds that access to the park's collection would be more economical or "easier" for them than access to another collection. When the park provides access, it is not authorizing publication, distribution, derivative works, exhibitions, reproductions, or other non-research activity.
7. Employees of construction or service companies who require access to collection storage or exhibit areas in order to service or maintain the building or its utilities, including alarm systems. Such persons will be allowed access only under the terms of a contract or purchase order issued by or for the park and only to those areas where they are supposed to work. Under no circumstances shall such persons be allowed unsupervised access to objects kept in storage cabinets and exhibit cases. Except as may be otherwise provided in the language of the contract or purchase order, all persons granted access under this item of eligibility must be accompanied at all times by authorized staff. The Senior Curator or designee shall have the authority to restrict access otherwise granted by this paragraph, under such circumstances where it is deemed advisable.

8. Other persons or groups of persons may be allowed limited access to the collections, on determination by the Superintendent, Senior Curator, or designee that such access will be to the mutual benefit of the persons or groups and the NPS. Examples of circumstances to which this item of eligibility might apply include: tours for school classes, tours for members of museum organizations or historical societies, tours for families of park employees, orientation for local political/ governmental officials, orientation for visiting Park Service employees not on official business, and tours for non-NPS museum personnel, teachers, and prospective researchers who are considering applying for permission to use or view the collection.

Conditions for Access to Museum Collections

The ARCC reserves the right to the following as conditions for granting access to the collections:

1. Access to collections and/or a secure area by researchers is by appointment only. Researchers should submit a letter of request, an e-mail, or completed Research Request Form requesting access to the collections stating the purpose and scope of the research project (name, institutional affiliation, duration of research, and use of research information). Research request forms may be submitted to any ARCC staff member for review and approval routing. Onsite research will be approved by the park Superintendent or designee and the Senior Curator.
2. Prospective visitors should be aware that the museum staff is limited in size and extremely busy at certain times of the year. Therefore, visitors are urged to make an appointment as far in advance as possible and be prepared to discuss alternative times when they submit their requests.
3. The center's decision to allow access will depend upon the condition of the material requested, availability of curatorial staff, and space for the requestor to work.
4. Researchers must sign in and out of the Visitor's Log whenever entering or leaving a museum collection storage room (located in each collection room). In addition to helping maintain security, this information provides a record of collection use and more careful monitoring of objects that have increased attention and handling.
5. All non-National Park Service visitors and all National Park Service staff visitors who are not museum staff will be accompanied at all times by museum staff when in the museum collection storage area, or when working with original museum and archival materials.
6. Briefcases, purses, coats, other outdoor clothing, and extraneous materials are not allowed in the collection storage and study areas. Smoking, drinking, eating, or any other material that may endanger the preservation and care of museum collections are prohibited in the collection storage and work area. Researchers must only use pencils, paper, or portable computers for taking notes.
7. Documents must be maintained in the order in which they are delivered and returned in the same condition in which they were received. Researchers must not mark on or in any way change the shape or appearance of a document.
8. The researcher must agree to abide by any copyrights and state privacy and publicity legislation as well as duplication, publication, and citation policies.
9. All guidelines for handling objects and archival and manuscript materials must be read and signed by all collection users before access will be granted.
10. The center, as a courtesy, requests one copy of completed research papers, publications, or other work derived from accessing the collections or which contain photographs of objects in the collections or copies of documents in the archival collections. Copies of formal reports and other published materials shall be provided at the researcher's expense. Copies of drawings, photographs, and other products of research shall be provided at the researcher's expense, except when doing so constitutes an economic burden, in which case the Superintendent or Senior Curator can elect to defray those costs or waive the requirement for the researcher to

provide the materials. Hard copies of these works are preferred, however, electronic versions are acceptable with approval from the park.

11. Researchers who fail to comply with these guidelines will be prohibited from future access to the Alaska Regional Curatorial Center collections.
12. The Senior Curator and Superintendents have the authority to restrict or deny access if such access is thought not to be in the best interest of the collections, the Alaska Regional Office, or the National Park Service.

Copying and Reproduction

1. In-house facilities are not available for the reproduction of photographic materials by non-NPS personnel. The researcher may be asked to cover the expense of creating the derivative in return for use of the material.
2. Before photocopies of documents are made, the condition of the documents must be reviewed and copy techniques must be approved by the museum staff.
3. The only personal copying equipment permitted is a camera (phone cameras acceptable). Permission must be secured from the accompanying museum staff and will be denied if, in their opinion, the copying would harm the materials.
4. Some materials may be protected by copyright. It is the researcher's responsibility to obtain permission to publish an image or document from the holder of the original copyright, which may not necessarily be the National Park Service. Museum staff will assist the researchers as much as possible in determining copyright and use status.
5. NPS staff may be able to provide digital reference services for researchers that cannot visit a NPS facility, but extensive digital requests that would require many hours of digitization are generally not possible. The NPS will carefully review these requests to determine the amount of time required to fulfill digitization needs and will determine the extent to which services can be provided.