

RESEARCHER REGISTRATION FORM

The Rubin Museum of Art welcomes researchers in the advancement of the field of Himalayan art. All requests must be submitted at least six weeks in advance of the proposed dates for a visit that involves access to the Rubin Museum's collections. Please notify the Museum at least 48 hours in advance to cancel or reschedule an appointment. Dates and times for rescheduled visits are at the Museum's discretion.

Date:

Name:

First

Last

Institutional Affiliation:

Address:

Phone:

E-mail:

Inquiry Type (please check all that apply)*

- Collections Inquiry
 - Please select this option if you would like to study the provenance of the Museum's objects or the scope of the collection.
- Exhibition
- Inscription Transcription, Translation, Transliteration
 - Please select this option if you are interested in transcribing, translating, or transliterating inscriptions from artworks in the Museum's collection. If a research visit is required, please select that box as well.
- Publication, Dissertation/Thesis
- Material Analysis and Scientific Testing
 - Please select this option if you would like to do scientific and/or physically invasive research on objects in the Museum's collection (e.g., carbon dating)
- Other/uncertain
 - Please explain here:

Research visit request

- Please select this option if you are interested in an onsite visit to conduct research on the Museum's collections

Research title/topic/proposal *

In the space provided here or on a separate sheet, please provide a description of your intended research, explain the type of analysis, and specify the objects needed.

If relevant, in the space provided here or on a separate sheet, please provide the abstract to your dissertation/thesis, publication, or research paper.

Please Note: As a user of the Rubin Museum's collection, you are in a good position to understand and document the importance of the objects therein. Such documentation is essential to demonstrate the significance of the collection and to gain continued support for its preservation. If your research request is approved, you will be asked to provide the final report for our collection records.

Materials needed/method of research work: If your research requires an onsite visit, please indicate what additional equipment or materials you would bring or require (e.g., photography equipment). Additional materials are subject to Rubin staff approval.

Research Needs

- Access to documentation (includes photographs)
- Photograph artworks with personal equipment
- Take measurements
- Material Analysis (in the space below please explain what materials would be needed for analysis)
- Other (please explain):

Names of additional researchers to accompany applicant:

Requested dates of access (onsite visiting dates are pending approval and based on staff availability): _____

Estimated hours needed (if onsite): _____

Additional comments:

Please list any additional information that was not covered in the questions above.

I have read the Rubin Museum of Art's guidelines for visiting researchers and accept its conditions and provisions.

Signature

Date

Research Request:

Approved

Denied

Rubin Museum of Art Signature(s):

Emily Nazarian
Collections Manager
Rubin Museum of Art

Date

GUIDELINES FOR VISITING RESEARCHERS

Anyone requesting access to Museum collections must agree to comply with the following provisions:

1. Visiting hours are weekdays from 9:00 a.m. to 4:30 p.m. All non-staff visitors must be accompanied at all times by authorized staff when working with Museum materials.
2. Smoking, drinking, and eating in collections areas are prohibited.
3. Briefcases, suitcases, overcoats, plants, and animals (except for service animals) are not allowed in collections areas. Please remove any large jewelry, hanging glasses, and other paraphernalia that could damage the artwork.
4. Pens, markers, etc. are prohibited. Researchers must use pencils and paper and/or a portable computer to take notes.
5. Self-adhesive, sticky, or Post-it notes may not be used on archival materials.
6. Researchers may not handle objects. A Museum staff member will be available to handle objects when necessary.
7. The researcher must agree to abide by any copyrights and privacy and publicity legislation as well as duplication, publication, and citation policies. The researcher is responsible for any costs resulting from duplication or publication purposes.
8. As a courtesy, the researcher will provide the Museum with one copy of any research papers, publications, CD-ROMs, screen captures of World Wide Web, and/or work that is derived from accessing the collections or that contains photographs of objects or reproductions of documents in the collections. The copy shall be provided at the researcher's expense. Such copies are to be kept in the Museum's library or archives. If no reports or papers are available within two years, a letter describing the results of the study will be sent to the Collections Manager. The researcher agrees that Rubin Museum of Art may, without special permission, use any findings, interpretations and conclusions resulting from the proposed study in interpretive exhibits or programs, understanding that Rubin Museum of Art will acknowledge/credit any work and findings.
9. In case of damage the Collections Management staff must be informed about the accident immediately. Do not attempt any remedial action to "fix" the item. The Collections Manager must be notified if objects, photographs, or documents are discovered to be missing or misplaced.
10. The researcher must return all objects, photographs, and documents to the staff for re-shelving/re-housing.
11. No researcher may do anything to alter the appearance of an object without written permission of the Rubin Museum of Art. This includes conservation, cleaning, casting or scientific testing.