



Department of Anthropology

Visitor Agreement

The staff of the Department of Anthropology welcome you to our collections. Working with you to explore, document, and interpret the collections is a key component of our museum's mission.

By signing this form, you indicate your agreement to observe the following rules in our collections spaces, which help us preserve the collections for future generations:

- Visitors in collections areas must be accompanied by a staff member. Therefore, access is provided by appointment only, during normal business hours, Monday – Friday, 9 - 4:30, excluding federal holidays.
- Researchers must be at least 18 years old. Visits or tours for children ages 13-17 are only permitted by special advance appointment and adult chaperones must be present. Children under the age of 13 are not permitted.
- Visitors may only access the specific objects or collections they requested. Casual browsing and additional spontaneous requests cannot be accommodated.
- Backpacks, bags, food, beverages, water bottles, and most personal items are not permitted in collections storage areas. Lockers are available for these items.
- Staff will advise visitors on object handling and inventory procedures. We may restrict handling of fragile and unwieldy objects. Those who fail to comply with procedures and instructions from staff will be denied further access to the collections.
- During the late 19th and early 20th century, it was common practice in museums to treat objects with pesticides in an effort to protect them from damage by insects and rodents. Please consult the *NMNH statement on pesticide treatments* for more information and handling precautions.

- Staff will alert visitors when the objects they have requested to see have been designated by their communities of origin to be culturally sensitive, or to have specific protocols for access, photography, or handling.
- Researchers are encouraged to consult with the tribes or communities that are associated with the material that they are studying. Please see the Repatriation Review Committee's [Resolution Encouraging Researchers to Consult with Tribes](#).
- If you use material from the collections in a publication or thesis, as an integral or major part of the research, please send us a copy. In citations, include the catalog number (if applicable) and Department of Anthropology, Smithsonian Institution.
- You may photograph artifacts in the collections, with staff permission, given time and space limitations. The Department reserves the right to limit photography if handling would cause damage to the object. Visitors must provide all their own photographic equipment.
- Photographs taken by you are for personal and research use only. Clearance for any other use, including publication, exhibition, website, or general distribution in any medium, must be secured by submitting a [Permission Request Form](#) to the Collections Manager.
- Our [Photo Rights and Reproductions](#) webpage outlines policies and procedures for obtaining and using images produced by Smithsonian staff. Permission to publish in print or online may be obtained by submitting a [Permission Request Form](#) to the Collections Manager.

Visitor Name(s), Printed

Visitor Signature(s)

Date