



Archaeological Collections Research Request Form

We at the Maine State Museum (MSM) strive to make our collections available to scholars and to the interested public. Access to items in our collection is available to researchers by appointment only. To request access to items in our archaeology collections please fill out this form and email it to andrew.beaupre@maine.gov. A collections staff member will contact you via email, and if collections access is granted, the email string will be used to determine a mutually agreeable time to work with the requested collections. Please note that it can take up to 2 weeks to schedule requests.

Preferred Dates and Times: _____

Name of Researcher: _____

Street Address: _____

Email: _____ Telephone: _____

Institution and Title: _____

If the researcher is a student, please provide the information regarding faculty advisor/supervisor below.

Name of Faculty Member: _____

Email: _____ Telephone: _____

Institution and Title of Faculty Member: _____

Will the advisor accompany the student researcher to the MSM archaeology lab? ☐ Yes ☐ No

Purpose of Proposed Research (check all that apply):

- ☐ Academic
 ☐ Publication
 ☐ Other _____
- ☐ Exhibition
 ☐ Personal Use

Resources Sought for Study (check all that apply):

- ☐ Artifacts
 ☐ Site File Information
 ☐ Other _____
- ☐ Excavation Records
 ☐ Research Publications

Site Number	Site Name	Other Information

Please describe the nature of your research inquiry. As applicable, please provide details about:

- your overall research interests/agenda/goals
- major questions for investigation
- other institutions and or collections being consulted as a portion of this research project
- any other pertinent information that you believe will help us evaluate your request
- please feel free to attach a separate document if needed.

Is this individual access request part of a larger research project or consortium? ☐ Yes ☐ No

If yes, for what project and with whom? _____

Has the researcher worked with the collections of the Maine State Museum in the past? ☐ Yes ☐ No

If yes, when/ for what project? _____

Has the researcher ever been denied access to collections at the Maine State Museum? ☐ Yes ☐ No

If yes, explain: _____

Requester Signature _____ Date _____

Printed Name: _____

All research visits will be supervised. All visitors are required to adhere to *the Archaeological Collections Visitor Guidelines*. We make every effort to accommodate research requests, however mitigating circumstances (including, but not limited to, inaccessibility, fragility, sacred/sensitive nature, and/or time constraints) may restrict access to collections. If this is the case, a reason for this restriction will be issued in communications from museum staff. In the rare instances when access is restricted, relevant images or catalog information may be provided.