

Guidelines for Research in Archaeology Collections

Collections of the Maine State Museum are held in trust for the people of the State of Maine. As such, the museum is dedicated to the ethical stewardship of the collections in our care. The Maine State Museum welcomes use of research materials held by the Museum. In welcoming visiting researchers to collections study and storage areas, we require that you abide by the following guidelines, for your own safety as well as the safety of the collection.

MAKING ARRANGEMENTS TO ACCESS THE COLLECTIONS OF THE MAINE STATE MUSEUM:

- Maine State Museum materials will be available by appointment only.
- Researchers must file an Archaeological Collections Research Request Form to schedule an appointment to view archaeological collections and other materials in the Maine State Museum archaeological research and storage facilities.
- Requests should be made at least 2 weeks in advance on requested visit. A mutually agreeable time will be scheduled via email.
- Museum staff will work with the researcher to identify specific materials to be accessed.
- Research visits may be canceled by the Museum if appropriate staff is not available or if weather conditions dictate. In the rare event that staff is unavailable, the visiting researcher will be contacted by email the day before. To access weather related delays, researcher should call ahead to the archaeology lab of the Maine State Museum (207-287-6604) or check maine.gov for State closing announcements.
- Researchers who need to cancel appointments must do so by email to their contact at the Maine State Museum.

GUIDELINES FOR WORKING IN COLLECTIONS STORAGE:

General Guidelines

- At the time of your appointment, please report to the archaeology lab in the State Museum Annex building.
- Coats and bags should be hung on the hooks provided at the door of the archaeology lab.
- Visiting Researchers must Sign in and out of the archaeology during each visit. This enables us to keep track of workhours spent in the collection each year.
- In most cases, staff will remove the requested collections from storage and place the materials in an appropriate location for analysis. Exceptions relating to the access of storage areas will be made on an as-needed and case-by-case basis.
- Food and beverages are not permitted in the immediate vicinity of any museum documents, artifacts, files, etc.
- When moving through storage spaces, move carefully and always be aware of your surroundings including what is behind you.
- Only handle collections which museum staff have specifically authorized you to handle.
- Due to the fragile nature of some artifacts, the museum staff may require visiting researchers to wear cotton cloth or nitrile gloves when handling them. If this is the case, gloves will be provided.
- All tools and other materials used in proximity of collections require approval ahead of your visit.
- Do not remove any written or other documentary material found with and/or on collections, including object tags and tray labels.
- Museum staff is here to help! Please don't hesitate to ask for assistance.
- If any damage occurs, leave the object as is and notify museum staff immediately.
- All visitors are required to follow the verbal and written directions given by museum staff members.
- Visitors not adhering to these guidelines may be asked to leave museum study and storage areas.

Photography/Digitization

- Due to security and cultural sensitivity concerns, the museum staff must be consulted before any photos (digital or film) are taken in the archaeology lab or adjacent spaces.
- Unless the researcher has coordinated with museum staff in advance, please refrain from the use any additional photography/digitization equipment such as lights, tripods, or portable scanners.
- If a researcher expects to request permission to publish or otherwise reproduce items in the future, please keep track of the items photographed and provide a list referencing site numbers and/or MSM accession numbers to museum staff.
- Museum staff approval must be given before a visiting researcher may photocopy any archaeology collection materials. Staff will not allow copying methods that will damage the original documents.
- In cases where materials are protected by copyright and the copyright is not held by the Museum additional permission from the copyright holder may be required. It is the sole responsibility of the researcher to determine if materials are protected by copyright and to obtain permission from the copyright holder.
- The researcher may be asked to cover copying fees.
- We do ask that all researchers credit the Maine State Museum when using our records.

Using Your Research Media

Researchers may use authorized images for personal research/study and for the following purposes:

- Non-commercial lecturing such as in teaching or at professional meetings.
- Unpublished documents such as research funding proposals or reports to research or sponsoring agencies.
- Undergraduate and graduate papers, theses, and dissertations and subsequent posting of a graduate thesis or dissertation in the official online scholarly repository of the academic institution issuing the degree.
- Circulation of pre-publication research materials to colleagues or for peer review.
- Databases developed for personal research purposes that are not publicly available or accessible to others.
- Posting on social media or blogs may be allowed, provided the researcher has coordinated the image-taking location and photo subject in advance with museum staff.
- When the researcher uses the media created for the purposes listed above, include the credit line as follows, "Image by [researcher] from the collection of the Maine State Museum.
- Should a visiting researcher request existing images from the files of the museum, the researcher may be subject to submit an *Image Request and Publication Permission Form* with the Maine State Museum Curator of Photography.

The museum requests a desk copy/offprint/digital file transfer of any book, article or book chapters that features research performed in the Maine State Museum archaeological collections. These pieces of scholarship will be held in the archaeology lab library for use by future researchers.