

Researcher Guidelines & Responsibilities

Research access to MAA's collections is available for visits by advance appointment only, Monday to Friday, 9.30am to 1pm and 2pm to 4.30pm, and at the discretion of museum staff.

Study Area Guidelines

- Researchers will abide by handling guidelines set out by museum staff for the protection of both objects and researchers.
- All visitors must sign in at the front desk.
- Only persons who are listed in the research request will be permitted in the study areas.
- Researchers must observe all museum access, fire and security regulations whilst in study areas and must follow instructions from museum staff.
- Only pencil should be used in the study areas, with the exception of pre-arranged illustration work.
- Researchers must leave all coats, scarves, umbrellas, bags, laptop bags, etc. in the designated areas. The museum and the University do not assume responsibility for these items.
- Museum staff may request that researchers remove potentially damaging jewellery, accessories, etc. or to tie back long hair whilst working with collections.
- Eating, drinking, smoking (including e-cigarettes) and chewing gum are not permitted in study areas.

Researcher Responsibilities

- Researchers are responsible for supplying their own equipment, e.g. paper, pencils, rubbers, plastic or cloth measuring devices, magnifying loupes, scales, cameras, USB sticks, etc. MAA will provide gloves as appropriate.
- Researchers must provide details and a copy of any dissertation, paper, publication, etc. that results from the work undertaken during the research visit.
- Digital copies of all images of all MAA material must be provided to MAA, named according to accession number (i.e. 1947.127 A_001.jpg and Z 5784_002.jpg). For those undertaking 3D modelling, the researcher should also provide OBJ files (and the accompanying .mtl and .jpg files, if that is how you have saved them). These will be uploaded onto MAA's Sketchfab website, crediting the researcher in full.

Object Testing and Replication

- Proposals for destructive object analysis must be submitted in advance to the Museum Committee, which meets three times a year (November, February and May). Further details available upon request.
- Requests to take rubbings, moulds, impressions, etc. must be made in advance of the research visit. Please provide full details of the proposal. Permission is given at the discretion of museum staff.
- Requests to undertake pXRF testing, etc. must be made at the time of the research request and more details will be required.