



Collections Access Policy

The Shiloh Museum of Ozark History, following its mission, allows reasonable access to its collections. Reasonable access is that which preserves object condition and safety and museum security and does not place unreasonable demands on staff.

Access to collections is granted for qualified individuals for research, to museum studies and other classes for special tours, and to donors' or families of donors' collections by special request. Museum collections staff have primary access to collections, but non-collections personnel may access collections when working with collections personnel.

Access may be denied for reasons which include object condition, object safety, donor restrictions, and/or lack of available staffing.

Procedures for Access

1. Appointments are strongly encouraged in order to obtain access to collections. Walk-in requests are granted when time and staff are available.
2. Researchers fill out a Research Registration Form which includes their contact information and the nature and use of their intended research. Staff time and materials used are recorded on the same form.
3. Researchers' bags, coats, and notebooks will be placed away from the research work area.
4. Eating, drinking, and smoking are not permitted in the research area.
5. Jewelry and other accessories that may damage objects should be removed. Hands should be clean. Gloves will be provided for use with some materials.
6. A pencil and loose-leaf sheets of paper may be used around collections materials.
7. Photograph researchers will be instructed about the use of handling museum file prints.