



External Research Request Form

Name: Position:

Institution: Email:

Phone Number: Address:

Deadline (at least six weeks from request submission):

Vessel/Aircraft of Interest:

Intrepid Growler Concorde Enterprise Aircraft

Other:

Time Period: World War II Cold War Vietnam War Other:

Purpose: Program Commercial Use Non-commercial Use Website
Exhibition Research Other:

Inquiry:

I certify that I have read and understand the access policy. I hereby acknowledge that any violation of these policies will result in immediate loss of research privileges.

Signature: _____

When completed, please send to [email].

FOR MUSEUM USE ONLY:

Approved Declined By: _____ Title: _____

Status: _____

Completed Date: _____ By: _____

Requests for Access:

The Intrepid Sea, Air & Space Museum welcomes researchers to make use of our collections. Researchers may access the Museum's collections by appointment only. Researchers must submit the Research Request Form at least six weeks in advance. The request will include the scope of the project and potential items to be examined. Research requests made by those under the age of 18 will be considered on a case-by-case basis.

The Museum will determine the appropriate action to take after receiving the research request. Granting access will be contingent on several factors:

- Purpose of the request
- Relevance to the Museum's mission
- Stability of the requested collections
- Accessibility of items
- Availability of staff members
- Donor confidentiality concerns

If access is denied, facsimiles may be made available if possible.

Prior to Entering Collections Storage:

- Researchers will be provided with a copy of the Museum's object handling guidelines to read prior to their interaction with the Museum's collections.
- Researchers will only be admitted to Collections Storage with a pencil, paper, phone, personal computer and a camera. Other belongings can be stored in a secure location in the Museum's offices.
- Researchers may be asked to remove jewelry or accessories that may interfere with the safe handling of collections.
- Food, drink and chewing gum are not permitted in Collections Storage.
- Researchers will be accompanied by a Museum staff member. Unmonitored access to the collection is not permitted.

While Working with the Collections:

- Photography without flash is permitted in Collections Storage.
- Researchers may only use pencil in Collections Storage. Pens, markers or similar tools are not permitted.
- Researchers may not do anything that may alter the appearance of an object or document without written permission of the Intrepid Sea, Air & Space Museum. This includes conservation, cleaning, casting, tracing or sampling.
- Researchers may only look at one object or folder at a time. Do not remove an item from its folder or change the order of documents. Contact a staff member if something appears misfiled.
- If accidental damage does occur, contact the staff member on hand immediately. Do not attempt to fix, clean or otherwise remediate the damage.
- PERMISSION TO PHOTOGRAPH ITEMS DOES NOT IMPLY PERMISSION TO PUBLISH OR REPRODUCE SAID IMAGES. Requests for permission to publish or reproduce images must be submitted in writing and approved by the Museum's senior vice president of exhibits, education and programming.

Off-Site Research:

The Intrepid Museum understands that researchers are not always able to travel to do their own research. If staff determines that a request will take less than one hour, a staff member will perform the research on the researcher's behalf. For more involved projects, researchers may choose to elect a proxy to do the on-site research.