

Request to Access the Permanent Collection

A Zoom consultation with a staff member is required three business days in advance of an appointment to view collections items. Access to the Permanent Collection is by prior appointment and only artworks requested in advance will be available. The availability of artworks for examination will be based upon the size, condition and current location of the item. Access to the Permanent Collection is secondary to preservation of the Collection. Unsupervised access to the collection is not permitted. Only pencils may be used in the vicinity of the collection.

Please fill out the following in its entirety. Photo ID will be required for all non-Union College affiliates.

| | |
|--|-------|
| Applicant Name: | Date: |
| Applicant Organization and Position: | |
| Address: | |
| Phone: | |
| Email address: | |
| Requested Appointment Date/Time (provide options if possible): | |

Requests access to (please include descriptive information, including accession numbers if known):

| |
|----|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |

Purpose for access and anticipated use of research:

Personal Research (please describe):

Class or Group Observation - Faculty Member:

Course number:

Scholarly/Publication Research:

Book ____ Article ____ Exhibition ____ Video/Film ____ Web ____ Other _____

Author/Curator/Director: _____

Title: _____

Publisher/Venue: _____

Date of publication/presentation: _____

The applicant agrees that they will adhere to any additional policies or legal requirements imposed by the Union College Permanent Collection stewards, and the applicant will operate in accordance with the generally accepted ethical standards of the field in which they are working.

Applicant signature: _____ Date: _____

Permission granted by: _____ Date: _____

Name and title: _____