



PERMANENT COLLECTION CONDITIONS OF USE

A Researcher is expected to be a scholar undertaking learned work. Credentials may be required. Five working days notice is required. The researcher is responsible for taking care of materials deposited in the Museum. The following rules are intended to protect and preserve the materials for your future use.

1. Sign the Daily Register upon entering and leaving the museum office.
2. Complete and sign the RESEARCH REQUEST form. It may be necessary to make an appointment with the Executive Director for Research Approval. Appointments may be made via the Museum office. (707) 963-3757 or via email..
3. You may find the materials needed by using a copy of the Museum Finding Aid which can be provided you by either the Executive Director or Administrative Assistant.
4. Coats, jackets, purses and any kind of carryall are NOT permitted in the Repository Area. A safe area for the deposit of these items can be gain via the office.
5. Use pencil (#2) ONLY for note taking. All notes should be made available to the museum staff upon request.
6. Materials to be used at any one time will be limited by the Executive Director. Documents are to remain flat in the folder in their existing order and arrangement.
7. Materials should not be marked, leaned on, folded anew, traced or handled in any way likely to damage them. Loose sheets and book pages should be handled by their edges to avoid soiling the surface of the paper.
8. When visiting the museum consult the FINDING AID Binder File for subject-content listings. As manuscript and rare documents shelves are closed to public access, you will do your "browsing" via the Finding Aid.
9. Make arrangements (including payment) for Xeroxing with the museum staff. B&W copies cost 10¢ per sheet.
10. It is the responsibility of the researcher to secure permission to publish material found in the archives. You must assume responsibility for confronting to the laws of libel, literary property rights, and copyright, whichever may be involved in the use of materials.
11. Check out with the Executive Director for verification of materials returned.

You will be asked to sign this document at the time of your visit to the Robert Louis Stevenson Museum

PLEASE NOTE THERE IS A CHARGE OF \$15 PER HOUR FOR RESEARCH TIME IN THE MUSEUM. It is anticipated that payment will be made at the time of the visit.

Signature

Print Name

Date