The Corning Museum of Glass makes every effort to facilitate qualified research endeavors. Completion of this form, however, does <u>not</u> guarantee access to collection objects, staff, research material, and/or equipment. We request at least a three-month notice to review your request, and, if possible, appropriately plan for your visit and ensure our staff is available to assist. Appointments to access collection objects can be scheduled during Museum office hours (8 am to 5 pm, Monday through Friday).

REQUEST FOR ACCESS TO COLLECTION OBJECTS

Your Name: _____

Institutional Affiliation (if applicable): _____

Street Address: _____

City: _____ State/Prov.: _____ Zip Code: _____

Country: _____

Phone: _____ Email: _____

Proposed Date of Arrival: _____ Proposed Date of Departure: _____

Purpose and Nature of Research (please be specific and include any equipment requirements):

Accession Numbers for Requested Objects:

Will this research culminate in a publication and/or unpublished research paper?   YES   NO

       If "yes", please send one copy to:

              The Rakow Research Library
              5 Museum Way
              Corning, NY 14830

       If you intend on using images of CMoG objects in the publication, please contact our Rights and Reproductions department at 607-438-5219 or rights@cmog.org

Will this research be published online?   YES   NO

       If "yes", please provide a web address below (or forward us a web address at your earliest convenience).

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Permission to access collection objects is granted on the condition that researchers respect the integrity and importance of the objects to the Corning Museum of Glass and do everything in their power to keep the objects safe, clean, and intact.

- No food or drink is permitted in the research area.
- Objects will be handled exclusively by CMoG staff trained in collection object handling.
- A CMoG staff member must be present at all times while inside secured storage areas.
- This document will become a permanent part of the Museum's records and may be made available to future researchers.

I have read and agree to the guidelines listed above.

Signature: _____ Date: _____

**CORNING
MUSEUM
OF GLASS**