

Information for Researchers *Natural Science collections*

Thank you for your interest in undertaking research on the collections managed by York Museums Trust. We actively encourage research on the collections, and hope that time you spend with us is pleasant and productive. Please ensure that you read the following information, and abide by any policies or protocols set out below. If you have any queries about the site, the collections or the Trust please contact the curatorial enquiries service.

Whilst we make every effort to accommodate researchers, we do require prior notice and you must contact the relevant member of staff to arrange access. We will then arrange a mutually convenient time to facilitate research. We may not be able to extend the research period without prior notification.

If you do arrange a date for access to collections, please be aware of the following:

Health and Safety

Your YMT contact will make you are aware of all Fire Exits within your vicinity and any safety protocols associated with your working environment. Please ensure that you sign into and out of the building and wear an ID badge if you have been provided with one.

YMT staff will supervise access to the collections. Any possessions and equipment brought by researchers will remain their responsibility – a locker may be available on request. Please note that bags may not be taken into store areas.

Any mains operated electrical equipment used must display proof of a current portable appliance test. This includes laptops, chargers for digital cameras and mobile phones.

Facilities

Some facilities are available for researchers, but please be aware that we encourage researchers to bring along all equipment needed to complete their work. YMT has no access to equipment for formal scientific analyses, such as Osteo-metric boards, XRF, SEM, etc.

Researchers may not bring food, drink, glue, adhesive tape, ink, scissors or knives, etc. into the room where objects are. Smoking is forbidden in all YMT buildings. Researchers may only use pencil for making notes. The use of ballpoint pens, fountain pens or felt tip pens is prohibited. Researchers must not write on or mark objects in any way.

Image Copyright

If you are photographing YMT collections you will be provided with an *Image Use Request Form* which must be completed before photography will be permitted. If you photograph the collections, any resulting copyright and publication rights are assigned to YMT. Should copyright be held by someone other than YMT, it is your responsibility to clear copyright with the copyright owner, and written proof of this may be required. Copies of all digital photographs should be sent to YMT.

Knowledge and Learning

YMT actively encourages research on its collections. If there is a formal transmission or publication (including dissertations), please be aware that we will require a copy of this for our own records. Any details relevant to specific objects, or additional information that has not already been provided (bibliographical references, similar material, new interpretations, etc.) should be noted. YMT may require a brief summary of your research prior to publication.

If any transmission or publication results from your research, YMT must be credited according to the format and wording you will be supplied with.

Content copyright

Some information contained in our object history files is confidential or subject to copyright (i.e. personal letters or enquiries from members of the public) and must not be published without the prior consent of YMT. YMT will endeavour to alert each researcher to the confidential material on arrival.

Loans

Whenever possible research on the collections will take place on YMT premises. If you would like to remove objects from YMT premises for the purpose of research, a separate loan request will be required, and may be considered depending on the particular collection. A loan request must be submitted clearly stating why research cannot be performed at YMT. Requests can take up to 6-8 weeks to process.

Sampling

If you wish to perform destructive or invasive sampling of objects, these should be formally identified prior to your visit, and any application process and documentation completed in advance. A copy of the formal Sampling Policy shall be provided on request. Processing of these requests can take up to 6-8 weeks.

Please do not hesitate to contact us with any queries, using the curatorial enquiries service.

York Museums Trust

York Art Gallery
York Castle Museum
York St Marys
Yorkshire Museum & Gardens

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