

Collections Visitor Guidelines

The Peabody Museum is dedicated to the ethical stewardship of the collections in our care. We seek to balance care of and access to collections within a framework that is considerate of the Indigenous communities whose cultural heritage we steward and best practices for the care of museum collections. In welcoming visitors to collections study and storage areas, we ask that you abide by the following guidelines, for your own safety as well as the safety of the collection.

GENERAL GUIDELINES FOR WORKING IN COLLECTIONS STORAGE

- In most cases, staff will handle objects and move storage units. Exceptions will be made on an as-needed and case-by-case basis.
- Food, beverages, and chewing gum are not permitted in any storage or study areas.
- Coats and bags must be left in the collections management department offices prior to entering storage and study areas.
- Only use pencils when working near collections; pens are not permitted.
- Adhesive notes (e.g., Post-Its or labels) may not be used around collections.
- Be aware of clothing, jewelry, work belts, and other items that hang or dangle, and their proximity to objects.
- When moving through storage spaces, move carefully and always be aware of your surroundings including what is behind you.
- Please do not casually touch objects on shelves nor lean against the storage units or tables.
- Due to security and cultural sensitivity concerns, general photography is not permitted in storage rooms.
- Visitors not adhering to these guidelines may be asked to leave museum study and storage areas.

OBJECT HANDLING GUIDELINES

Peabody staff may authorize researchers to handle collections on an as-needed and case-by-case basis. In addition to the general storage/study room guidelines listed above, the guidelines listed below are provided for researchers and others who may be handling collections.

Preparation

- ***Please be aware that some artifacts may have been treated with pesticides or insecticides in the past and may be harmful if inhaled or touched.*** Due to this possibility, all visitors to collections are advised to take the same handling precautions as museum staff, which include wearing gloves and lab coats when handling items, and thorough hand washing after handling.
 - Museum staff will provide you with nitrile gloves and a lab coat. Masks are also available.
 - Gloves may be optional when working with lithics in the Annex.
- Remove dangling jewelry, hanging glasses, or anything else that can brush against or drop onto objects.
- All tools and other materials used in proximity of collections require approval ahead of your visit. Metal calipers are not permitted.
- Study photography of objects is allowed with a completed agreement. You may not bring lights or tripods into storage or study spaces; however, the museum does have small photography stations that you may use.
- As many collections workspaces are small, use of laptops and other devices may be limited at times.

Handling Objects

- Only handle collections which museum staff have specifically authorized you to handle.
- Limit moving and handling objects unless absolutely necessary. Use a cart whenever possible.
- Examine the item for any weak areas before moving it. Never lift by edges, handles, rims, spouts, or similar attachments.
- Always use both hands, fully supporting the item's full weight from the bottom.
- Move only one object (or tray) at a time, plan your path, and have a spot ready to receive the object before you pick it up. Treat each object as if it were the most important item in the collection.
- Always work with collections over a padded table or a cart, never over the floor. Take care not to put items too close to the edge of a table or shelf, and never place them on the floor, even temporarily.
- If an object is oversized, fragile, heavy, or stored above eye level, please ask a museum staff member for assistance.
- Do not remove any written or other documentary material found with collections, including object tags and tray labels.
- Never remove any tape or glue found on items. If you notice such adhesions or any condition concerns, or if you have any other concerns regarding an item's condition, leave as-is and report your observations to museum staff.

Questions, Concerns, Emergencies

- We are here to help! Please don't hesitate to ask for assistance.
- If any damage occurs, leave the object as is and notify museum staff immediately.
- In case of fire alarm, leave objects in the secure study room and exit the building as directed. The door will lock behind you. Do not re-enter the building until you are authorized to do so by museum staff.

ADDITIONAL GUIDELINES FOR SPECIFIC COLLECTIONS

Archival Collections

- Archival materials including photographic collections must be viewed in the Archives Reading Room, which is open from 10am-4pm by appointment. Depending on staff availability, you may be asked to break for a half-hour at lunchtime.
- Handle papers with clean hands and unsleeved photographs with nitrile gloves. If you are unsure if gloves are necessary, please ask the archivist.
- When documents are provided in protective sleeves, please do not remove them without checking with the archivist.
- Documents should remain in the order in which you receive them. Do not re-arrange them, even if they appear to be out of order.
- Keep materials flat on the table, but make sure not to place anything including notepaper on top of them.
- Use one box or folder at a time and use a flag to mark the place of a removed folder.
- Bags and any other items not being used for note taking should be placed in a reading room locker.
- Laptops may be used and internet is also available at the reading room computer or via Harvard public Wi-Fi.
- The Peabody Museum recognizes the importance of privacy and confidentiality of the people represented in archival collections and we work with visitors to protect private and confidential information.
 - If you encounter any of the following information, do not record or disclose it in any format: medical records of individuals; health information in any form; high-risk confidential information such as social security numbers, credit card numbers, or government identification numbers; evaluative information that poses a threat to privacy; or any other confidential information pertaining to identifiable individuals.
 - You may not reveal, publish in any form, or otherwise distribute any such information about individuals who, from such a disclosure, could be identified even indirectly, by deduction or inference.
 - If you encounter any such information, please promptly bring it to the attention of an Archives staff member and we will provide you with additional information on accessing archival medical health records.

Osteological and Paleoanthropological Collections

- Please respect the integrity of the human remains that you are handling.
- Limit moving and handling skeletal elements. When measuring, make sure that elements are in a stable position over a protective foam surface. Additional supports for crania will be provided.
- Examine only one catalog number or individual at a time.
- Take the time to replace each element carefully in the bag or box with the corresponding catalog number, following the posted protocol. If the box lid does not close securely, do not use force. Ask a staff member for assistance.
- All materials or tools must have prior staff approval. Metal calipers are not permitted; plastic and carbon tip dental calipers are available for your use.
- If you find small loose elements such as ear ossicles or other fragile material, or have other conservation concerns, notify a staff member.

COLLECTIONS VISITOR PHOTOGRAPHY AND IMAGING

Taking Your Own Images

When working with Peabody collections, visitors are welcome to create new media (images, 3D datasets, video, audio). We ask that you adhere to the following procedures for the safety of collections and out of respect for the many cultural care considerations implemented by the museum throughout our storage and study spaces:

- Unless you have coordinated with us in advance, please don't bring or use any additional equipment such as lights, tripods, or portable scanners.
- Only take images of the collections you are working with and only in your designated study space. Please do not take images of Museum storage areas, shelving units, or other collection objects. Doing so may compromise Museum security and/or access restrictions requested by Indigenous communities.
- Please ask before you photograph museum staff or others you may encounter in study and storage areas, and do not photograph others unless you have received verbal consent to do so.
- Staff will alert you if items have been designated as culturally sensitive by their communities of origin or have specific protocols for access, photography, or handling. Prior to your research visit, we will inform you if you are required to engage in active dialogue with the tribes or stakeholder communities associated with the material you are accessing.
- Museum staff will assess material for condition and content prior to photography, and may restrict photography of some items due to condition or other concerns.
- Items should be photographed in the location specified by museum staff. You may not alter supports/mounts, aesthetically arrange material on foam or other mounting surface, or stand on chairs or tables to photograph.
- Museum staff are generally not able to assist visitors with their research photography. If you are having difficulty with photographing the material, please contact the Office of Rights and Reproductions to place an order for professional photography or scanning.
- If you expect to request permission to publish or otherwise reproduce items in the future, please keep track of the items you photographed and provide a list referencing Peabody catalog or storage tray numbers to museum staff.

- If you wish to take images of your time at the museum for posting on social media or on a blog, please discuss with staff in advance. We have identified specific locations in storage and study rooms that can be used for individual and group photographs without compromising museum security or potentially exposing culturally sensitive collections.

Photographing Archival Materials

- When working with archival materials, please photograph items individually (one at a time).
- In some cases, we may ask you to photograph the item with a card reading “This copy is furnished for study purposes only. Written authorization must be obtained for all other uses. Peabody Museum, Harvard University www.peabody.harvard.edu.” This helps our staff identify items if additional information is needed after your visit.
- If you would like to request research-use PDF scans of archival materials, please speak with an archivist. Duplication is at the discretion of museum staff.
 - Fragile materials and bound volumes may not be scanned due to preservation concerns. Requests for large numbers of scans may be subject to alternate policies and procedures.
 - Scans for research use are watermarked PDFs and are not high resolution.
 - We are happy to provide the first 30 scans requested at no charge. Each additional scan is \$0.60 per single scan on a flatbed scanner.
 - Scans are delivered electronically after payment. At the time of your order, we will provide an estimated timeframe for receipt.
- If you would like to quote or reproduce text from manuscript material in a publication, please submit a Permission to Publish Manuscript Materials form to the Peabody Museum Archives.

3D Datasets

We regret we are not able to accommodate requests to produce 3D datasets unless you have discussed this in advance with the Office of Rights and Reproductions or, for the osteology/paleoanthropology collections, the Associate Osteologist.

- Additional equipment other than a camera must be approved in advance by the Museum.
- Requests to publish, including placement on a publicly accessible website or in a publication, or to print 3D data sets, should be sent to the Office of Rights and Reproductions for review. If approved, 3D datasets may not be presented publicly in a downloadable format. Additional policies and procedures may apply.

Using Your Research Media

You may use your images for personal research/study and for the following purposes:

- Non-commercial lecturing such as in teaching or at professional meetings.
- Unpublished documents such as research funding proposals or reports to research or sponsoring agencies.
- Undergraduate and graduate papers, theses, and dissertations.
- Posting of a graduate thesis or dissertation in the official online scholarly repository of the academic institution issuing the degree, if it is a required component of degree completion.
- Circulation of pre-publication research materials to colleagues or for peer review.
- Databases developed for personal research purposes that are not publicly available or accessible to others.
- Distribution within descendant and creator communities.
- Posting on social media or blogs, provided you coordinated your image-taking location in advance with museum staff.

When you use the media you have created for the purposes listed above, include the full object number in its entirety and the credit line, “Image by [your name] from the collection of the Peabody Museum of Archaeology and Ethnology, Harvard University, [object number]” (e.g., Image by George Peabody from the collection of the Peabody Museum of Archaeology and Ethnology, Harvard University, 12-34-50/1234).

RIGHTS AND REPRODUCTIONS

If you would like to use the media you generate in any other way, please complete the [Media and Permission Request](#) form on our website.

- Requesting additional permission enables our staff to provide you with information regarding third-party copyrights and other rights not owned or otherwise controlled by the Peabody Museum, including but not limited to rights of attribution or control held by artists or descendant communities, and rights of privacy and publicity.
- In some cases, you may need to contact other rights holders and/or consult with descendant communities prior to publicly reproducing your media.
- Other media usage must be in accordance with the Peabody Museum’s [rights and reproduction policies](#) and with any [related policies issued by Harvard University](#).
- The Museum reserves the right to examine and request copies of the media created.

NOTICE CONCERNING COPYRIGHT

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

These policies and procedures have been designed to provide researchers with as much flexibility as possible, while still being considerate of the Peabody Museum’s commitment to ethical stewardship and professional care of collections. By signing the Collections Visitor Agreement, you have agreed to be bound by these terms and conditions governing access to Peabody Museum collections. Those who do not comply with the above procedures may not be permitted to create media from and/or be granted access to Peabody Museum collections in the future.

Approved 11 March 2022

