**Research Request Form**

**Information for Researchers**

This form must be used for all research requests requiring access to Powell-Cotton Museum (‘The Museum’) material. This includes research visits, destructive or invasive sampling, and research loans. In the latter case, a loan agreement will also be required.

All applicants should complete the **Research Description** section below. If you will be producing images of Museum specimens/objects as part of your research (e.g. photographing, scanning, copying) please also complete the **Photography, Copying & Digitisation** section. Return the form to the Head of Collections and Engagement via email or post. Applications will be considered on a case-by-case basis. Approval is not guaranteed and is at the discretion of the Head of Collections and Engagement.

For students, a written letter is also required from your supervisor/personal tutor and/or university on headed paper. This will confirm your student status and act as a recommendation of your ability to work safely with the material requested.

Researchers are required to submit applications in advance:

1. Visits to the Museum’s collections: a minimum of four weeks in advance of your proposed dates
2. Research loans: a minimum of four weeks from the UK, Channel Islands and the Isle of Man, six months in Europe and 12 months for International, in advance of the date the Items(s) are to be collected / shipped
3. Destructive sampling requests: a minimum of four weeks in advance

We cannot guarantee the availability of requested dates for your research visit to the PCM and the Collections staff will contact you to find a suitable alternative if your preferred dates are unavailable.

Please outline your proposed dates and duration of stay. Access is provided Monday to Friday 9am to 4:30pm. It may be possible in special circumstances to provide pre-arranged limited weekend access and access during public holidays. Visits to the Archives may be subject to further restrictions due to limited staff availability.

The Museum is unable to assist with sourcing funding for collections-based work.

**Fees for Research Visits**

The Powell-Cotton Museum charges bench fees. Please note fees are per researcher attending the museum.

Current rates (from 1 September 2019):

* 1-9 days: £54 (£45 plus VAT) per day / £270 (£225 plus VAT) per week (5 days)
* 10 days: £432 (£360 plus VAT)
* 15+ days: £210 (£175 plus VAT) per week

Bench fees are payable to the Powell-Cotton Museum in pounds sterling, by BACS or by credit card, before the end of your research visit. An invoice will be provided.

*NOTE: Bench fees were introduced at the Powell-Cotton Museum in February 2009 by the Board of Trustees. The Museum is an educational charity receiving no subsidies and relies on these contributions to staff this service and ensure the care of the collections.*

**Research Facilities at the Museum**

Please note that, for the safety of researchers and the collections, we restrict the number of researchers visiting at any one time.

The Powell-Cotton Museum stores are located in an old building and some collections, notably primate postcranial material, require the researcher to be able-bodied in order for material to be safely accessed. If you are concerned about access due to mobility issues, please contact us to discuss this.

The Museum is unable to provide researchers with equipment. Please bring your own equipment and resources. Desk space, lights, and access to electricity sockets will be provided. WiFi is available.

Any metal callipers used must have plastic or rubber ends to ensure specimens are not damaged during the measuring process. All researchers must be trained in measuring using such equipment.

Please note that the dried skins in the natural history collection have been treated with toxic pesticides in the past. Appropriate PPE must be worn at all times when handling these specimens. A particulate respirator mask, nitrile gloves, and lab coat will be required - these can be provided by Collections staff if needed.

**After Your Visit**

The Museum likes to keep an accurate record of all research that has made use of the collections. We ask researchers to inform us when collections form part of a published piece of research. Where possible, we request a copy of the publication (hardcopy or electronic) for our records. Alternatively, please send us all publication details by email or post.

If any Museum specimens are cited or figured in any publication they must carry an appropriate reference, which should comprise the appropriate institution acronym (i.e. PCM) and then the specimen accession number (e.g. PCM NH.MER32.781).

We also ask that researchers provide the Museum with a copy of their data and any scans (3D/CT/micro-CT) that are produced for our records. The Museum will undertake not to disseminate these until after the research has been published. Thereafter, the Museum may share data with other researchers on request – this prevents duplication of effort and overhandling of specimens.

Should you require further information regarding access to the collections, or assistance with completing the form below, please do not hesitate to get in touch.

Dr. Inbal Livne

Head of Collections and Engagement

Postal Address:

Powell-Cotton Museum

Quex House & Gardens

Birchington, Kent CT7 0BH

Tel. No. 01843 842168

Email: collections@powell-cottonmuseum.org

**Research Description**

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| --- |
| **Researcher’s details** |
| Name of researcher |  |
| Institution |  |
| Position |  |
| Contact address |  |
| Telephone number |  |
| Email |  |
| **Research project** |
| Proposed date(s) for visit |  |
| Specimens/objects to be studied |  |
| Name of project |  |
| Reason for research(PhD, MA, university researcher, personal research, etc.) |  |
| **Summary of project** |
| Please provide a brief description of the project, including proposed methodology, timeframe, expected outcomes, and plans for disseminating the results. Include a summary of equipment to be used. Outline how you will handle the collections, and any training you have received in the handling of museum/archival material.For destructive or invasive sampling requests, also include details of the type of sampling required, proposed protocols, a brief justification of the material required, evidence that the proposed techniques produce reliable results and of the researcher’s competence with the protocol. |
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| **Destructive or Invasive sampling, and Research Loans** |
| Please provide details of the analyst and laboratory where samples/items are to be processed, if different from the details listed above: |
| Analyst’s name |  |
| Laboratory name |  |
| Laboratory address |  |
| Analyst’s telephone number |  |
| Analyst’s email |  |

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| **Agreement** |
| **If this proposal is accepted, I will:*** Abide by all research, loans, and sampling policies and Terms and Conditions as specified by the Powell-Cotton Museum.
* Make all relevant data available to the Museum, which will be held in confidence until the applicant has published their results.
* Cite all specimens/objects in publications with their unique museum number as specified by the Museum.
* Acknowledge the Museum in any publications resulting from analysis of PCM material and notify the Museum of publications produced.
* Submit any DNA sequences extracted from PCM specimens to a public repository (GenBank or EMBL) and provide the Museum with the relevant reference numbers.
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| Name of applicant |  |
| Signature |  |
| Date |  |

**Photography, Copying & Digitisation**

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| **Photographer’s details** |
| Name |  |
| Institution |  |
| Address |  |
| Contact telephone |  |
| Contact email |  |
| Type of imaging requested (photography/document scanning/3D scanning etc.) |  |
| **Agreement** |
| **Image use terms and conditions:*** The above named person is authorised to make images or copies of the requested material, being the property, or in the custody, of the Powell-Cotton Museum Trust.
* These images are for personal research only, including inclusion in dissertations or other non-commercial publications of five copies or fewer. Permission must be sought from the Museum before they are copied or reproduced in any other way, and fees may be payable.
* All use of these images must be individually acknowledged as ‘Courtesy of The Powell-Cotton Trust’.
* If images are subsequently to be used in a commercial publication, then the photographer will contact the Museum to seek permission for the use of the images.
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| **By the person requesting the images** | **On behalf of the Museum** |
| Signed |  | Signed |  |
| Date |  | Date |  |