Rules for Researchers

- At least a week’s notice is preferred, but at least 48 hours’ notice is required.

- Artifacts in the collection are available at the discretion of the AMA Collections Staff. If an artifact is fragile, or unstable, or if its placement on exhibit makes it difficult to access, the request to see the artifact may be denied.

- Researchers are required to complete a “Research Request Form” identifying themselves, the topic they are interested in and items they wish to see, and the intended use of the research.

- Researchers may have access to various records related to the artifact. However, the records will be screened to protect donor privacy and other information deemed restricted by staff.

- Please stay with your AMA staff escort at all times. They will be available to answer any questions or provide any further information/materials as needed.

- There is no food or drink allowed in any of the Collections/Archives/Library areas.

- Please leave your briefcase/bag, etc. at the location specified by your AMA staff escort.

- You will be allowed to use pencils, paper, notebooks, laptops, and digital voice recorders during your research. Pens, highlighters and markers will not be permitted in the collections areas.

- Researchers are permitted to take photographs with their own cameras.
  - If you are learning and researching for your own personal information, without any intention of profit, we ask that appropriate thanks and a citation are listed with the photography in your own information, as well as if shared through social media.
  - If the research is intended for profit for the information learned through the museum’s holdings, staff must approve any photographs published, and appropriate citation must be given to the museum for information contributed. A fee may be charged – to be discussed depending on use.
  - It is the responsibility of the researcher to secure any copyright and usage permissions from the copyright holders of any documents, images, or artifacts they photograph.

- There is a fee charged for photographs and scans provided by the National Model Aviation Museum. Only items that are in the public domain, or that the AMA has copyright to will be copied. Publishing and use rights will be discussed at that time.

- Researchers will be provided with gloves and handling guidelines for the artifacts they are researching. Using the gloves and following the guidelines is required for any interaction with an artifact.