



New Brunswick Sports Hall of Fame/
 Temple de la renommée sportive du Nouveau-Brunswick
 503 rue Queen Street, P.O. Box/C.P. 6000
 Fredericton, New Brunswick E3B 5H1
 Telephone/Téléphone 506.453.3747
 Fax/Télécopieur 506.459.0481
 www.nbsportshalloffame.ca

COLLECTIONS ACCESS REQUEST FORM

Name:

Institution/Organization:

Address:

Telephone:

E-mail:

Reason for Access:

Publication Identification/Comparison Other
 Academic Research Commercial Venture

Explanation:

Access Requested:

Study Objects Draw Objects Photograph Objects

I am requesting access to the following artefacts (please be specific and reference Object ID numbers if known):

Schedule your visit:

Please note: a minimum of fifteen (15) days advance notice is required to access any collection. Requests to access a large number of artefacts may require additional notice.

Dates available for your visit:

Estimate hours required:

By checking this box, I/we affirm that I/we have read and agree to the Conditions specified on the page 2 of this Collections Access Request Form.

Initials:

Date:

FOR STAFF USE ONLY			
Date Received:	Research Request:	Approved	Not Approved
Type of Access Granted:			
Conditions:			
Approved by Executive Director:			Date:

Send completed form to info@nbshf.ca



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CONDITIONS

The New Brunswick Sports Hall of Fame developed the following conditions in order to make its collection available for examination and study by the public while preserving and protecting the artefacts in the collection. Failure to comply with the policies and procedures herein will result in denial of future access to the NB Sports Hall of Fame Collection.

All prospective applicants must complete the Collections Access Request Form. Applications must be submitted at least fifteen (15) days in advance of the date(s) the applicant wishes to access the Museum's collections.

1. The NB Sports Hall of Fame Executive Director or designee reserves the right to deny access to collections. Access to certain objects may be restricted due to their fragility, age, value, importance, or at the request of a donor or lender.
2. Examination will be conducted in a collections work area under the supervision of a NBSHF staff member. Applicants must observe all collections access conditions and security procedures while in work areas and must follow Museum staff instructions.
3. Applicants may handle artefacts only with permission of Museum staff and only when wearing provided cotton or nitrile gloves, unless otherwise directed.
4. Applicants may take hand written notes in pencil. Pens, markers, and other permanent marking tools are not permitted in collections storage or collections work areas.
5. Applicants may not remove tags or labels from artefacts.
6. Applicants may not clean, dust, or brush artefacts without consulting Museum staff.
7. Applicants may undertake object photography or illustration only if they have received permission from the Executive Director or designee.
8. Applicants may not subject artefacts to technical examination of any type or reproduce artefacts in any media other than photography or illustration as stated above, without written permission from the Museum.
9. Applicants may request copies of non-restricted accession file information. Access to the collections and accession file information is provided without warranties as to its accuracy or completeness, and applicants will assume any and all risk in their use of this information. Copy fees may apply.
10. Applicants should submit to the Museum one (1) digital or paper copy of any document or publication resulting from examination of the NB Sports Hall of Fame collections.