



NATIONAL MARITIME
MUSEUM CORNWALL

APPOINTMENTS TO VIEW THE RESERVE COLLECTION

Name:

Address:

Telephone:

Email:

Proposed date of visit:

Items to view:

Reason for visit:

VISITOR INFORMATION

- Applicants may be asked to provide written references and examples of identifications, which will be requested in advance of the visit.
- Every effort will be made to provide access to the material requested within the restrictions of staff time and space available, unfortunately, no guarantee can be given to access objects which have not been requested in advance, although every effort will be made.
- Appointments to view objects in the Museum store will be supervised by Museum staff at all times.
- On arrival, visitor's will be asked to sign the Visitor's Book and will be made aware of the appropriate Fire Regulations and procedures in case of an emergency.
- An area will be allocated for visitor's to leave coats and bags.
- Researchers must use pencils for note-taking.
- Visitors must not bring any materials into Collections areas which could cause damage, eg chewing gum, water, ink, scissors, knives, highlighter pens, adhesive tape, etc.
- Smoking, eating and drinking are not permitted.
- Where appropriate, staff will provide handling training for visitor's researching the collection.
- We would greatly appreciate that any new information about the object studied must be passed onto Museum staff to add to our knowledge of the collections.
- Photography of objects will be permitted for personal research only with the completion of the relevant form. Photography for commercial use will be arranged separately, working with the Head of Communication.
- The Museum reserves the right to limit the objects visitors may access throughout the visit.
- The Museum reserves the right to deny access to anyone not originally named in the application process.
- The Museum reserves the right to deny access to any individual whose presence is deemed a risk to the collections. Additionally, supervising staff reserve the right to terminate appointments at any time.