# APPLICATION FOR ACCESS TO MATERIAL AND/OR DATA HELD BY MUSEUM OF LONDON ARCHAEOLOGY\*

Applicant surname: ………………..……….First name(s)…………………………..Title……

Affiliated institution:

…………………..………………………….………………………………..…………………………………………………………………………………………………………………………………. Telephone No .………………………………………………

Email………………………………………………………………………………………………………………………………………

Supervisor/Referee………………………………………………………………………………………………………………………………

Site code(s) for material involved (expand if necessary):

………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………………………….

Access required (please highlight): entire site/specific contexts/data archive

Proposed dates for access: From………………………………….to…….………………………. Requires return visits? (YES/NO)

Please have alternative dates in mind as the facilities may have been booked.

Brief description of research proposal (200 words max):

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1. Is the intention to remove items for specialist analysis off-site? (YES/NO)
2. Will destructive sampling be involved? (YES/NO) – if yes, you must completed the relevant form **IN ADDITION** to this application

I have read and agree to the CONDITIONS overleaf

Signed: ………………………………………………Date: …………………………………..

## Conditions of research on archaeological material and/or data

Applicants must give at **least one month’s notice** of the proposed date for access and must not make arrangements to visit until they have confirmation of the success of their application. Bench or staff fees may be charged – please consult the website for details

1. Collections are **ONLY** available for study 9.30 to 17.00 Monday-Friday
2. The collections and their supporting documentary archives must be treated with respect. MOLA may refuse to approve any work likely to cause damage to archaeological material or records. All accidental damage must be reported immediately
3. Before work commences the applicant must provide:
4. the aims of the research
5. precise identification of the sites and contexts requested
6. a provisional timetable for the work
7. The appropriate permission forms must be completed prior to commencement of work
8. Destructive sampling and the removal of parts of the collections to other research locations are possible only at the discretion of, and with written permission from MOLA
9. Unused samples must be returned following the completion of the study
10. All material must be logged out of the store and returned to the correct container and shelf location at the end of use
11. Materials must be re-packed exactly as found (or as advised)
12. Photographs, scans and sketches taken are for research purposes only and must not be used for commercial reproduction
13. Selective photocopying of material agree by MOLA will be charged at 10p per A4 page
14. All researchers and their institutions must agree to acknowledge MOLA (Museum of London Archaeology) in all written work and presentations based on the data collected
15. A copy of any and all publications, graphical or written work (eg dissertations) produced using MOLA data must be sent to the MOLA within one month of completion
16. If a publication is produced where the primary dataset has been recovered by MOLA, then an appropriate member of MOLA staff should be invited to be a secondary author
17. When accessing material the researcher must:
18. Use a pencil wherever possible and use a piece of paper to mark their place
19. avoid over- stacking boxes in any way which may result in damage to the collections or injury to users
20. Do not:
21. fold pages, drawings or other records unless they are already folded
22. write on or mark any item
23. lean on records or objects or place them over the edge of the desk
24. make notes on paper resting on records or objects
25. eat or drink in the research areas
26. use mobile telephones without permission in the research areas
27. use items which could cause damage; eg correction fluid, scissors, knives, crayons, adhesive tape or highlighter pens

**MOLA reserves the right to terminate a visit or refuse future access to yourself and other individuals from your institution if these regulations are contravened**