



Entertainment for your mind.

RESEARCH POLICY

The Putnam Museum of History and Natural Science is an educational and cultural organization dedicated to collecting, preserving, and using cultural artifacts and natural history specimens for the benefit of the public it serves. As a part of that service, the Putnam Museum makes its collections available to serious researchers and scholars to an extent that is practical and consistent with the goals and best interests of the Museum.

Researchers may use the collections of the Putnam Museum provided that they

- have a stated research goal with an educational, public, or genealogical purpose,
- can demonstrate an appreciation of the unique and delicate nature of the resources that they wish to research, and
- can conduct research in a responsible manner.

RESEARCH PROCEDURES

ALL REQUESTS FOR RESEARCH PRIVILEGES AND APPOINTMENTS MUST BE MADE IN ADVANCE so that the Museum staff may make arrangements, assemble collections, and schedule curatorial time. Requests and appointments may be made in writing, in person, or by telephone. No researcher should assume that they can have immediate access to the collections without a scheduled appointment. All researchers will be required to complete a registration form before gaining access to the collections. The researcher may also be required to provide identification that confirms a current permanent address and identification number which will be held by the Museum staff while the researcher is in the building to insure that the researcher checks out with the appropriate staff member before leaving.

While natural history specimens, cultural artifacts, photographs, documents, and books may all be made available to a researcher, the Putnam Museum reserves the right to restrict research on any item in its collections and may, in some instances, require and check references before a researcher is given access to the collections.

Researchers will not be permitted to have suitcases, briefcases, purses, file folders, books, hats, coats, or any other bulky items in the collections storage or reading areas. Researchers may bring into the research areas only those materials essential for research (paper, pencils, previous notes, or approved computers or recording devices). There will be NO EXCEPTIONS. Any approved belongings that are brought into the research areas will be subject to search by the Museum staff before the researcher's departure.

Current Museum members and students may use the Museum's research facilities without charge. Most other researchers will be required to pay a daily research fee which will cover both their admission to the Museum and the time that the Museum staff will spend assisting and supervising the researcher. Check with Museum staff for current daily research rate.

Museum staff MAY be able to perform some very limited research for you. Staff research will depend upon available staff time and scope of research. Contact a staff member for further information.

Research requests may be directed to the following staff members.

For natural science material: Christine Chandler, Curator of Natural Science

563/324-1054 ext 226 chandler@putnam.orgT

For archaeology, ethnology or regional history artifacts: Christina Kastell, Curator of History

563/324-1054 ext. 222 kastell@putnam.org

For photograph or archival materials: Eunice Schlichting, Chief Curator

563/324-1054 ext 223 schlichting@putnam.org

Appraisals

Please note that the Museum's policies do not allow Museum staff to do appraisals of artifacts. To locate an appraiser near you, please contact the following organizations. Several additional websites also exists which will do appraisals for a fee.

American Society of Appraisers

555 Herndon Parkway, Suite 125

Herndon, VA 20170

1-800-272-8258

Chicago chapter 312/322-0222

www.appraisers.org

Chicago Appraisers Association

1822 Berkely Road

Highland Park IL 60035

847/446-8827

International Society of Appraisers

Riverview Plaza Office Park

16040 Christensen Road, Suite 320

Seattle, WA 98188

206/241-0359

www.isa-appraisers.org