

Information Request

Venice Museum & Archives
351 Nassau St. S., Venice, FL 34285
941-486-2487
vmuseum@venicegov.com

To be completed by staff

Completed/Closed # _____

1st email/phone acknowledgment date _____

Received by _____ Assigned to _____

Requested via Phone Email Mail In person

Date of final response to requester _____ By staff/vol _____

Final response acknowledged by requester Yes No

Notes/ issues _____

To be completed by requester

Name _____ Date _____

Street address _____

City _____ State _____ Zip _____

Email _____

Primary phone _____ Secondary phone _____

Information Requested

Please be as specific as possible with the subject, date/time period and location.

Subject(s)/person(s) _____

Date(s)/time period(s) _____

Location(s) Venice Nokomis Laurel Osprey Other _____

Street address _____

Type(s) Objects Archives Photos Published Materials (books, newspapers, etc.)

Specify other or specific type if not listed above _____

Research Agreement

Venice Museum & Archives

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The Venice Museum & Archives (VMA) is committed to protect, preserve, and make its collection of historical materials relating to the Venice area available for research. Thus, all materials must be used in accordance with the research policy of this institution. VMA requires all researchers to complete this Research Agreement form, which acknowledges compliance with the research policy.

1. VMA will require the researcher to observe the following policies and procedures:

- A. No pens, highlighters, food, drink, sticky notes, or other unapproved items; use pencils and notepaper**
 - B. No computers, cameras, scanners, cell phones, or other devices unless preapproved by director**
 - C. Wear white gloves**
 - D. Open only one box or bound volume at a time unless preapproved by director**
 - E. Remove and open only one folder from a box at a time**
 - F. Keep records in order and flat on the table at all times.**
 - G. The number and type of personal belongings may be restricted**
 - H. VMA has the right to search all property in the researcher's possession upon arrival and departure including, but not limited to, suitcases, briefcases, handbags, envelopes, packages, and devices.**
 - I. Acceptable identification may be required of any researcher wishing to utilize the collection.**
 - J. VMA will uphold high ethical standards of professional conduct for researchers.**
 - K. Access may be refused to any researcher who has demonstrated carelessness or deliberate destructiveness as to endanger the safety of the material.**
- 2. VMA will not charge fees for making materials available, however, fees may be charged for reproduction services, including paper, electronic, or photographic copies. All reproductions will be made by staff, and in accordance with statutory authority, including copyright law.
 - 3. Access to unprocessed or physically vulnerable materials may be limited or refused, but will be provided in the case of public records, or will attempt to provide, suitable reproductions in place of the originals. Some public records may be legally restricted, in which case VMA will adhere to Florida's public records law.
 - 4. VMA will honor all legal obligations to donors regarding privacy or confidentiality agreements.
 - 5. VMA may inform users of parallel research by others using the same materials and, if the individuals concerned agree, supply each name to the other party.

I have read, understand, and agree to abide by the above research policy.

Date _____

Signature _____

Printed name _____

Staff Worksheet

Staff member or volunteer working on request _____

Records checked in database and/or pulled _____

Date records were pulled _____ Date returned (if different) _____

Specify final records provided to requester _____

Communications log

Phone Email Mail In person Date _____

Re _____

Phone Email Mail In person Date _____

Re _____

Phone Email Mail In person Date _____

Re _____

Phone Email Mail In person Date _____

Re _____

Additional information regarding response to request _____

Research Notes