

Information Request



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Venice, FL 34285
941-486-2487
vmuseum@venicegov.com

Allow 2 to 4 weeks for a reply. A staff member will contact you by email or phone to discuss your request. Walk-in requests are not accepted. Materials are made accessible BY APPOINTMENT ONLY.

To be completed by staff Req. # _____

Volunteer/staff who took request: _____

Requested via Phone Email Mail In person

Assigned to _____

1st email/phone acknowledgment on (date) _____

Completed (date) _____

To be completed by requester

Name _____ Date _____

Street address _____

City _____ State _____ Zip _____

Email _____

Primary phone _____ Secondary phone _____

Purpose for information

Personal research Research for publication* Academic research** Other

* **Deadline for information for publication or academic research: _____

*Name of publication: _____

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 _____

Other pertinent info: _____

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

(Requester must READ and SIGN agreement on reverse side)

Research Agreement

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 ONLY** and notepaper.
 - B. **NO computers, cameras, scanners, cell phones**, or other devices unless preapproved by curator.
 - C. Wear white gloves, when deemed appropriate by curator; otherwise, wash hands before handling collection materials.
 - D. Open only one box or bound volume at a time.
 - E. Remove and open only one folder from a box at a time; use “out cards” to mark location of folder(s) being reviewed; return folder(s) to marked location in box.
 - 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 unless a rush job (**\$25 rush fee** for requests with deadline shorter than 2 weeks’ notice); 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.

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

Date _____

Signature _____

Printed name _____