



265 Massachusetts Avenue
Cambridge, MA 02139
617 253 5927

Researcher Guidelines for the MIT Museum Collections

Welcome to the MIT Museum Collections! We are very pleased to host researchers from inside and outside MIT. Please read through this information on the procedures and rules for the collections research area before your visit.

General Rules for Use of Collections

- Research is by appointment only. The research area is available Monday–Wednesday, 10:00 a.m.–12:30 p.m. and 1:30 p.m.–4:00 p.m. Appointments must be made at least two days in advance; two weeks notice is preferred.
- Please make your initial research request as detailed as possible so that we can prepare materials for you. Some collections are stored off-site and are not accessible without advance notice.
- No food or drink is permitted at the research table.
- Photocopies are 25¢ a page. You may take reference images with your own equipment (phones permitted). Copies of all scans/photographs that are captured by researchers must be provided to MIT upon request.
- Museum staff can make high-resolution publication-quality digital reproductions of material on request; check with staff for the schedule and cost of these reproductions.
- Please ask for permission and assistance before removing staples or bindings.
- Please use the white gloves provided while handling photographs.
- Please only use pencil. Pens and markers are forbidden.
- Please silence cell phones. If you must take a call, please leave the reference area.
- Please talk quietly.
- Please do not open the door to the research area unless you have been instructed to do so. Please do not hold or prop the door open.

Helpful Tips

- Restrooms and a water fountain are located outside of the locked research area. Please knock to regain entrance.
- Personal belongings can be stored in the lockers located in the collections area.
- The research area is kept colder than standard room temperature to protect the materials housed here; you may want to bring a warm extra layer for your own comfort.



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- Please bring your own laptop. MIT provides a guest wireless network but MIT Museum staff cannot provide additional technical support.

In-Person Use of the Collections

The Museum expects that all researchers, both in-house and visiting, who make use of collections will adhere to any legal or ethical restrictions on research imposed by the Museum or by the Massachusetts Institute of Technology, and that they will operate in accordance with the generally accepted ethical standards of the field in which they are working.

Unsupervised use of the collections is not permitted. Researchers may use laptop computers in the reading room. Reference photos may be taken by permission only.

All materials, except for reference publications located in the reading room area, must be retrieved and re-shelved by staff. Collections staff may not be able to provide access to heavy or large objects, or objects stored in remote areas, during a research appointment if use of these objects was not requested in advance and additional qualified staff are not available for retrieval assistance at that time. If a researcher has requested a number of different collections objects or files, collections staff may limit the number of objects used at one time.

For non-MIT researchers, collections staff will provide up to one hour of research time without charge, subject to curatorial discretion, after which the researcher may pursue the inquiry in person or pay a research fee of \$30 per hour for a professional staff member to complete the research. Researchers working on extensive projects must make arrangements with staff at least one week in advance of their scheduled first appointment.

For current members of the faculty, staff, or student body of MIT, collections staff will take as much time as necessary, subject to curatorial discretion, to answer a reference inquiry. If it is anticipated that staff research of a reference inquiry will take longer to answer than Museum resources permit, arrangements will be made for the researcher to complete the work in person or pay the standard research fee for collections staff to complete the work.



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Access Restrictions

General browsing of the Museum's collections is not allowed. The Museum does not make loans from its collections for research or publication purposes, except as specified in its loan policy.

Uncatalogued collections will generally not be made available to researchers. Access to objects will be granted only at the discretion of the assigned curator.

The following collections management information is restricted and will only be provided to those individuals approved by the Director: names of donors, former owners, or lenders who wish to remain anonymous, mailing addresses and telephone numbers of all donors, former owners, and lenders, storage locations of objects, and object values, including purchase prices, appraisals, and insurance valuations.

The MIT Museum will not give out the address, phone number, or other contact information of living alumni/ae. Patrons researching this information should contact the MIT Alumni/ae Association.

The Charles Stark Draper Laboratory Historical Collection is restricted to researchers approved by the Library/Technical Information Center at Draper Laboratory. Materials in this collection cannot be copied or otherwise reproduced without prior approval from Draper Laboratory.

Holograms not currently on exhibit are generally not made available except by special arrangement.

Publication Policy

Written permission must be obtained from the Museum to use reproductions in any publication or product. The Museum will only grant reproduction permission for materials in which MIT is the copyright holder or for which there are no restrictions in terms of intellectual property rights. When copyright is not held by MIT, Museum staff will provide as much information as is available to aid the researcher in locating the copyright holder; however, collections staff cannot serve as an intermediary to obtain permission on behalf of the researcher.



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Reproductions for Decorative Purposes

Policies for reproduction for decorative purposes are under review; such requests are filled at the discretion of the assigned curator. Reproduction of Dr. Edgerton materials for decorative purposes is not allowed.