

## **UBC Museum of Anthropology Behind-the-Scenes Access / Non-Commercial Photography of Museum Objects**

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The Museum of Anthropology encourages access and research on the objects in its collections. Museum staff endeavor to assist those conducting research to the best of their ability given the number of requests submitted and the constraints of space and staff availability. Everyone wishing to have access to objects for viewing, research, or study, or to photograph, sketch, or film them for non-commercial purposes, must complete MOA's Behind-the-scenes Visitor Access and Photography Form.

Visitors must indicate the specific object(s) they would like to access. This can be done by looking at catalogue records, or viewing the object(s) in the Multiversity Galleries and noting the catalogue numbers of the object(s). Please indicate the nature of the request and (if applicable) the medium in which the object(s) will be reproduced, eg, print, video, web, etc. All projects require the supervision and the assistance of a MOA staff member. Applications will be assessed on a case-by-case basis.

MOA reserves the right to reject applications which: do not fall within its mandate, jeopardize the security or safety of the collections, subject the collections and the cultures from which they come to misrepresentation or disrespect, or cannot be met because of limited time or staff resources.

If researchers request access to, or photography/ filming of, objects deemed to be sacred or culturally sensitive, they may be asked to provide proof of permission to do so. Permission may also be required if such access or photography/filming may infringe upon hereditary rights of particular objects.

MOA reserves the right to stop a project if the collections are deemed to be at risk during the process or if the applicant(s) is not adhering to the agreement. The reproduction of any image of a Museum object is limited to what has been approved specifically in this application, and permission is granted for one-time use only. Should an applicant wish to use again the image he/she has taken, he/she must seek written approval for each additional use. If such use is for commercial purposes, the applicant must re-apply through MOA's Communications Department. Images of objects may not be cropped, edited, or altered in any manner which will distort them.

### **Appointments**

Access to objects for any purpose requires advance appointment and must take place during regular office hours (Monday-Friday, 8:30 am - 4:30 pm). Special arrangements must be made ahead of time for Museum personnel to take objects out of cases, place them in the lab for study, filming, or photography, and return them to their cases. (Objects are not removed from cases during public hours.)

The Museum asks that applicants provide as much advance notice as possible for appointments:

1. For general access, photography, or filming which does not require the removal of objects from cases: a minimum of **1 week's notice** is suggested to allow for staff scheduling. (For example, if

you would like to photograph an object in the gallery during hours when the Museum is closed to the general public.)

2. For access, photography, or filming which does require the removal of objects from cases: a minimum of **2 week's notice** is suggested to allow staff to secure space and time.

### **Ownership and Use of Museum Images**

The Museum has copyright to most images of the objects in the collection. In cases where the Museum does not hold full copyright, it is the responsibility of the applicant to obtain permission from copyright holders. MOA may also require an applicant to seek permission from an originating community, artist, or organization, depending upon the nature of the request and the object(s) selected for reproduction.

Researchers requesting duplication of existing photographs, particularly for public dissemination, for which the Museum holds copyright, may be asked to provide proof of permission to do so when these photographs represent culturally sensitive objects or activities, hereditary rights, identifiable people, or mortuary objects. In most cases, MOA permits photography, sketching, and videotaping of such objects in the lab **for personal use only**. By allowing such images to be made, the Museum is not acknowledging any claims to ownership or hereditary rights.

### **Fees (not including taxes)**

Object movement \$30.00/hr, minimum of 4 hrs  
Supervision \$30.00/hr, minimum of 4 hrs

Any fees for access to, or photography or filming of objects may be waived at the discretion of Collections staff.