

GUIDELINES FOR COLLECTIONS ACCESS

MOA provides access and research opportunities to community members, academics, and other members of the public who have interest in MOA's collections. Physical access to objects can be provided in one of our purpose-built research rooms. Please read through the following guidelines when requesting this type of visit:

1. Anyone can make an appointment to view MOA's collections. Research visits are NOT restricted to those affiliated with other museums or academic institutions.
2. Research visits are facilitated and supervised by MOA's staff.
3. Prior to requesting a visit, first determine if an on-site visit is required. You can use either the MOA Collections Online (www.moa.ubc.ca/collection-online) or the Reciprocal Research Network (www.rrncommunity.org) to do as much research as possible, as well as to refine your search.
 - a. If using the RRN, keep in mind that objects belonging to other institutions are also represented.
4. It is preferable to schedule visits that are 1-3 hours in length. Multiple visits can be scheduled if more time is required. In general, 20-30 objects can be viewed in a 3 hour appointment, depending on their size and your own speed.
5. Group or class visits are restricted to 20 people or less. Larger groups can be split into two (or more) sessions.

Scheduling

In order to schedule an object visit, please contact our Collections department at objects@moa.ubc.ca. Please include the following:

1. A list of objects including the object ID number, which can be found using the Collections Online or the RRN.
 - a. Some objects cannot be viewed due to their fragility, existing object restrictions, or difficulty removing them from display.
2. The general purpose of your visit.
3. Any affiliations you may have with other museums, institutions, specific communities, etc.
4. When you would like to visit.

What to Expect

1. The following are permitted during objects visits: photography (for personal/research use only), portable computers, pencils and small personal bags. Please do not bring food, beverages or large bags with you – there are coin lockers by Admissions to store these items. Please do not bring outside objects with you without consulting MOA staff.
2. The objects that have been agreed upon will have been moved into a research room.
3. Generally, visitors are not allowed to handle MOA's objects themselves. MOA staff will be present to answer any questions and handle the objects for you.
 - a. In the event that handling by the visitor is deemed appropriate, staff will provide a brief introduction of MOA's object handling guidelines.
4. Catalogue records for each object will have been printed. These can be kept at the end of the visit.
5. Staff will request government issued identification for security purposes. Your name and address will be recorded. This information will be handled according to privacy legislation.
6. You will be asked to sign a form indicating your acknowledgement of MOA's rules and guidelines for object access.



Timeline

1. Please contact the above email address at least two weeks before you wish to visit. It may not be possible to schedule a visit if less notice is provided.
2. Object selections must be provided at least one week prior to your scheduled visit. This allows staff sufficient time to prepare.
3. Please be on time for your visit. In the event that you are late, your visit may still have to end at the scheduled time in order to accommodate other appointments.

Potential Costs

1. The hourly rate for accessing MOA's collections is \$75/hour, including preparation time.
 - a. Access requests for commercial purposes will always be charged for a minimum of 2 hours.
 - b. Researchers performing grant-funded research will be expected to pay the hourly rate and should include this cost in their grant applications.
2. Fees can be waived for originating community access requests and not-for-profit research at the discretion of MOA's Collections staff, depending on the amount of time and resources involved.
 - a. In exchange for any waived fees, MOA appreciates researchers sharing the results of their research in order to further enhance our own records.
3. Class visits to the MOA collection will be charged the MOA group rate per attendee.
 - a. Under the group rate there is no charge for MOA members or for UBC faculty, staff, and students.

Other Things to Consider

1. Depending on the nature of your research, you may want to schedule a visit with the MOA Archives or Library as well. You can contact the MOA archivist at archives@moa.ubc.ca or the MOA librarian at library@moa.ubc.ca.
2. For image reproduction requests or to apply to book new object photography (e.g., for publications), please see the "Image Reproduction Application Form" on the MOA website.

