

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 using either MOA Collections Online (www.moa.ubc.ca/collection-online) or the Reciprocal Research Network (www.rrncommunity.org).
4. Groups are restricted to 20 people or less. Larger groups can be split into two (or more) sessions.

Scheduling

To schedule an object visit, please contact our Collections department at objects@moa.ubc.ca. We recommend that you contact us at least four weeks before you wish to visit or we may not be able to accommodate your request.

Please provide:

1. The general purpose of your visit.
2. Your preferred date(s) - note: visits occur Monday through Friday between 9 am - 4 pm.
 - a. (MOA is closed on Mondays from November-May).
3. A list of objects requested for study with their MOA ID number.
 - a. Some objects may not be accessible due to their condition, size, existing object restrictions, or difficulty removing them from display.
 - b. The number of objects is limited to 20-30 at most.
4. Any affiliations you may have with other museums, institutions, specific communities, etc.

What to Expect

1. Permitted: photography for personal/research purposes only, portable computers/tablets, pencils and small personal bags.
2. Not permitted: tripods, food or beverages, umbrellas, large bags, or coats.
 - a. There are coin-operated lockers by Admissions to store these items.
3. Do not bring any outside objects with you without consulting MOA staff.
4. The agreed upon objects will be moved into a research room.
5. Catalogue records will be printed for each object, which can be kept at the end of the visit.
6. Generally, visitors are not allowed to handle MOA's objects. 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.
7. You will be asked to sign a form indicating your acknowledgement of MOA's Guidelines for Collections Access.
8. Please be aware that our most accessible research room is visible to the public. If you have concerns, please notify staff while scheduling your visit.
9. If you are late for your visit, it will still end at the scheduled time.



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 should include this cost in their grant applications.
2. Fees are waived for originating community access requests.
3. Fees may be waived for 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.
4. 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, which are located in the same building. 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.

