



SOUTH CAROLINA CONFEDERATE RELIC ROOM & MILITARY MUSEUM

301 Gervais St., Columbia, SC 29201 | research@crr.sc.gov | 803-737-8095

Research Access Form

The curatorial staff of the South Carolina Confederate Relic Room & Military Museum (SCCRRMM) will provide access to artifacts and documents for legitimate research purposes so long as access does not threaten or endanger the collection. The Registrar and Archivist will control and provide access to the collection, evaluating each request individually. Access will be based on the museum's primary responsibility for the preservation of the collection, legitimacy of the request, and the practicality of scheduling access. Please make all appointments through research@crr.sc.gov or by phone at 803-737-8094 (objects) or 803-737-8092 (archives).

Name: _____ Phone: _____

Address: _____

City/State: _____ Zip Code: _____

Email: _____ Telephone: _____

Institutional Affiliation: _____

Purpose of Research: Class Project Thesis Dissertation Book Article Exhibition

Other _____

Research Topic: _____

I understand and will abide by the Research Rules and Policies of SCCRRMM.

I agree to indemnify and hold harmless SCCRRMM, its officers, employees, and agents from and against all suits, claims, actions, and expenses arising out of my use of materials in the museum's collections.

I shall acknowledge the use of SCCRRMM's collections and resources in any publication which may result from my research.

Signature

Date

Museum Representative/Title: _____ Date _____

South Carolina Confederate Relic Room & Military Museum

Research Rules and Policies

Guidelines for all researchers:

1. Researchers must fill out and submit the Research Access Form to research@crr.sc.gov or by mail to South Carolina Confederate Relic Room & Military Museum, 301 Gervais St., Columbia, SC 29201.
2. Review the General Fee Schedule for any possible fees.
3. SCCRRMM requests a copy of any essays, theses, articles, books, or other works resulting from research of its holdings.

On-site researchers:

1. Food and beverages are prohibited.
2. Notes may be taken with pencils, laptops, tablets, or cellphones. The use of ink is prohibited.
3. Materials are not to be removed from the designated research space.
4. Documents are fragile and must be handled with care.
5. To protect the collection and for the safety of patrons, only trained museum employees will handle objects.

Copyright and Reproduction:

1. Materials in the collection of the South Carolina Confederate Relic Room & Military Museum may be subject to copyright law (Title 17, U.S. Code). The researcher bears the responsibility of ascertaining who holds copyright of, and obtaining permissions for, material from the museum's collections that is used beyond "fair use."
2. SCCRRMM reserves the right to refuse a reproduction request if, in its judgment, fulfillment of the order would involve violation of copyright law.
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