

MICHIGAN TRADITIONAL ARTS PROGRAM

Research Request

To better serve your research needs, please fill this form out and return to the Michigan State University Museum. This form can be submitted via FAX, e-mail, or can be mailed to:

Archivist

Michigan Traditional Arts Program Research Collections

302A Central Services

Red Cedar Lane, East Lansing MI 48824

Collection use is by appointment only. Research staff will contact you regarding a scheduled visit. A minimum of 48 hours notice is required to accommodate your request.

Name (Please Print)

Title

Institution/Company

Street

City/State/Zip

Phone

Fax

e-mail

☐ Student ☐ Intern ☐ Faculty/Staff ☐ Independent researcher ☐ Other _____

Subject _____

Purpose of Research _____

Projected length of visit/Collection use _____

The museum reserves the right to charge a user fee of \$25.00 per hour when the research visit requires very personalized staff assistance in excess of an hour. Given the university's directive that the museum become financially self-sufficient, this research fee helps to underwrite the staffing necessary to provide access to collections.

I have read, understand, and express my intention to comply with the regulations governing the use of holdings of the Michigan State University Museum, Michigan Traditional Arts Program Research Collections.

Name (Please Print)

Signature

Date

