



Pacific School of Religion • 1798 Scenic Avenue • Berkeley • California 94709
510/849-8286 • Fax 510/845-8948 • <http://bade.psr.edu>

APPLICATION FOR ACCESS TO COLLECTIONS

Name: _____

Institutional Affiliation:
Or References _____

Title: _____

Address: _____

Telephone / FAX: _____

Email: _____

Area of interest (collection or objects you wish to see; please be as specific as possible):

Reason for request:

What are your preferred dates and times for seeing the collections?

Do you intend to photograph/illustrate any objects from the collections
for study purposes? (See #14 and #15 in Rules and Regulations)



BADÈ MUSEUM OF BIBLICAL ARCHAEOLOGY

Pacific School of Religion • 1798 Scenic Avenue • Berkeley • California 94709
510/849-8286 • Fax 510/845-8948 • <http://bade.psr.edu>

The Badè Museum of Biblical Archaeology makes every effort to accommodate research requests. Mitigating circumstances, including but not limited to inaccessibility, fragility, publication status, sacred nature and construction, may restrict access to some materials.

Separate permission is required should you wish to publish objects in the collections of the Badè Museum of Biblical Archaeology.

RULES AND REGULATIONS FOR ACCESS TO COLLECTIONS (Read and sign at bottom of sheet 3)

ANYONE NOT ADHERING TO THESE RULES MAY BE ASKED TO LEAVE STORAGE. ANY CHANGES FROM THESE REGULATIONS MUST BE OBTAINED IN WRITING:

1. Research will be conducted at the Badè Museum of Biblical Archaeology from Monday through Friday and during pre-arranged times based on staff availability. The researcher is responsible for making visitation arrangements in a timely manner and for notifying staff in **advance** via email (bade@psr.edu) of any expected absences or changes to the visit schedule.
2. Requests to view specific objects from the collection must be submitted to the Museum at least three weeks before the Researcher's scheduled visit. The Museum has only a part time staff and this will allow enough time to gather the requested materials.
3. Only persons who apply for access will be permitted in storage. Any person(s) accompanying the researcher must be listed on the application.
4. The Researcher will observe access and security regulations relating to the use of the Badè Museum of Biblical Archaeology collections and study areas and must follow instructions of the Museum representative who is accompanying him/her.
5. Eating, drinking, smoking, and chewing gum are forbidden in the storage areas.
6. Only pencils may be used by researchers in storage: ball-point, markers, and ink pens are not permitted.
7. Objects will be removed from and returned to shelves, drawers and other storage places only by Museum staff, except in unusual circumstances.
8. Tags or labels must never be removed from objects.
9. Researchers may handle objects only with permission. Requests made by the Museum representative accompanying the researcher must be followed.



BADÈ MUSEUM OF BIBLICAL ARCHAEOLOGY

Pacific School of Religion • 1798 Scenic Avenue • Berkeley • California 94709
510/849-8286 • Fax 510/845-8948 • <http://bade.psr.edu>

10. Escorts may request that potentially damaging jewelry and accessories be removed.
11. For both your and the objects' safety, gloves must be worn when handling all objects.
12. Cleaning (even superficial), dusting and/or brushing of objects may not be undertaken without consultation with the Conservation Department.
13. Requests for materials testing fall under the provisions of the Museum's Scientific Testing Policy. In addition, requests for rubbings, impressions, and casts also fall under the provisions of the Museum's Scientific Testing Policy. A Scientific Testing Guideline Sheet is available upon request.
14. Photography refers to images made in *any* medium, including but not limited to slides, print photography, video, digital images, etc. Photography may be done only after a Photography/Illustration Permission form is signed and in compliance with Section restrictions.
15. Illustrations refers to images made in *any* medium, including but not limited to pencil, ink, paint, etc. Objects may be illustrated only after a Photography/Illustration Permission form is signed and in compliance with Section restrictions.
16. A complete list of objects or object groups examined must be submitted to the Museum staff.

Your signature below indicates that you have read and agreed to the above.

Signature: _____ Date: _____

Please return this form, complete with signature above, to the Badè Museum of Biblical Archaeology, either by email (bade@psr.edu) or by mail to:

Badè Museum of Biblical Archaeology
Pacific School of Religion
1798 Scenic Avenue
Berkeley, CA 94709

08/2018