



## COLLECTIONS RESEARCH APPLICATION

### RESEARCH PROPOSAL DESCRIPTION

Name(s):

Affiliated Institution(s) and Title(s) (if applicable):

Email(s):

Address(es):

Phone Number(s):

Relevant Collection Area(s):

History

Natural History

Archaeology

State Archives

Manuscripts  Audiovisual Collections

Describe the purpose and background information of the proposed research.  
Attach as a separate document if necessary.

Describe how the research will benefit the researcher, the professional community, the Ohio History Connection, and the public.  
Attach as a separate document if necessary.

List the relevant collections and/or object(s).

If known, list the Identification, Collection, or Object number using the [Online Collection Catalog](#) or [Manuscripts & Audiovisual Collections Online Catalog](#).



Type(s) of analyses to be used (e.g., visual inspection, measuring, digital photography, radiocarbon dating, etc.)  
Techniques regarded as destructive testing must be fully justified (see Requests for Destructive Testing).

Provide an estimate of the amount of workspace required and a time schedule for the work.

How do you plan to disseminate the results?

### **Tribal Consultation in Accordance with the Ohio History Connection's American Indian Policy**

Researchers working with American Indian Ancestors, documentation pertaining to the Ancestors or wishing to examine objects produced, modified, and/or utilized by American Indians may require written consent from affiliated Federally Recognized Tribes. Researchers may obtain this consent prior to submittal of this application or during the application review process.

Describe how your research will benefit the affiliated Federally Recognized Tribe(s).

Have affiliated Federally Recognized Tribe(s) been contacted?

If yes, separately attach all relevant Tribal communications.

Yes

No

Do you require assistance in obtaining the contact information of the affiliated Federally Recognized Tribe(s)?

Yes

No

## RESEARCH PROCEDURES, ACCESS, AND APPROVAL PROCESS

### I. COLLECTION RESEARCH PROCEDURES AND ACCESS

The following procedures are designed to provide access to the collections, to coordinate research with other collections activities, to provide for a mutually beneficial outcome for the research, and to safeguard the collections.

#### a. Object Handling and Collection Procedures

- Researchers are only permitted to view or handle objects detailed in the approved research proposal request. Research on additional objects must be formally approved by the Collections Management Team and, if applicable, the NAGPRA Research Request Committee and affiliated Tribal Nations.
- Researchers will have limited access to requested objects. The number of objects available at one time depends on the collection, the research project, and the discretion of the curatorial/collections staff.
- Collections staff are responsible for the retrieval and return of specified items and files from storage; researchers are not permitted in collections storage.
- Researchers will follow the directions of collections staff regarding handling specific objects, including wearing cotton or nitrile gloves, keeping objects in protective boxes or foam-lined trays, and moving items on carts rather than hand carrying them.
- Researchers are expected to provide their own analytical tools – measuring devices, calculators, computers, magnifiers, etc. – and supplies. Researchers may have access to Ohio History Connection photocopies.
- Food and beverages are prohibited on tables where collections objects and documentation are laid out.
- Researchers will have access to Ohio History Connection accession, field note, and photo files that are relevant to their research project.
- Copies of collection files and all other unpublished documents are provided to the researcher for their personal research only. They are not to be recopied or distributed in any form to any third party.

#### b. Procedures for Handling Ancestral Remains

- Researchers will maintain proper respect for the ancestral remains to which they have been granted access.
- Researchers will always wear protective gloves when handling ancestral remains, in part to lessen the introduction of modern DNA or other elements that might skew any future chemical analyses of the material.
- Ancestral remains, when removed from their housing, will be placed in a padded tray or, in the case of skulls on a padded-fabric skull support; work areas will be covered with a layer of ethafoam (polyethylene) or microfoam (polypropylene) so that the bones do not rub against a hard surface.
- Researchers will use two hands to pick up most bones, especially skulls and long bones; they should also be very observant of fragile or broken bones and handle them accordingly.
- Researchers are not permitted to do reconstructions.
- The researcher will work closely with Archaeology and NAGPRA staff to make sure that skeletal material is repackaged with proper padding and support.

#### c. Requests for Destructive Testing

The Ohio History Connection recognizes its obligation to preserve its collections for future generations. At the same time, it also recognizes the significant information that can be derived from various analyses that involve chemical and/or physical alteration or destruction of part or all of an object. In considering requests for destructive testing, the following criteria will be considered:



- The appropriateness of the proposed test as the least intrusive and most likely to yield the intended results
- The rarity and scientific importance of the object(s) to be tested
- The quantity of material required for the test
- The researcher's competence to remove and analyze the sample successfully as well as the credibility of the laboratory conducting analysis

If DNA sampling is involved, the DNA extraction will be either returned to the Ohio History Connection or maintained by a suitable laboratory (under separate agreement with the Ohio History Connection) for reference to decrease the need for other extractions by future researchers.

Requests for destructive testing must be approved by the relevant curator/collections staff, the Collections Management Team, the Cultural Resources & Libraries Division Director, and descendant communities, if relevant. The only exception is a request for radiocarbon dating charcoal samples since those materials are collected specifically for that purpose. Researchers are encouraged to use accelerator mass spectrometry (AMS) dating or other similar techniques that require small amounts of material for a successful date so that a portion of a dated sample can be retained.

To address the researcher's proprietary interests in these data, public access to the data will be restricted for five years once research is completed. After that time, the data will be available for reference by qualified researchers.

*d. Photography: Conditions of Reproduction and Personal Use*

Researchers will follow the photography procedures established in the [Digital Camera Application](#), and the [Image Order Form & Use Agreement](#), as summarized below. Photography of American Indian Ancestors and objects are subject to the American Indian Policy and must be approved as part of the research proposal.

*Conditions of Reproduction:*

The right to reproduce materials held in the collections of the Ohio History Connection is granted on a one-time basis only. Any subsequent reproduction of this material requires the separate express written permission of the Ohio History Connection.

Materials are reproduced for personal research use only and may not be used for publication, exhibition, or any other public purpose without the express written permission of the Ohio History Connection.

Any publication, exhibition, or other public use of material reproduced from the collections of the Ohio History Connection must be credited to the Ohio History Connection.

When photographs are taken of artifacts owned by the Ohio History Connection, the Ohio History Connection retains rights to those images. The images may be used for research, but any publication or public display is subject to the above conditions of reproduction. A new use agreement and appropriate fees must be submitted for each use. Copies of the images should be deposited with the Ohio History Connection within a month of the scheduled photography date.

If a large amount of curatorial time will be required to assemble the objects being photographed or if professional quality photographs are required, the Ohio History Connection reserves the right to charge a set-up fee. The researcher will be fully informed before photography begins if a set-up fee is required.

*Photography of Collections Objects for Personal Use:*

Researchers or other individuals who wish to take record images (photographic or electronic) of collections objects for their personal use may do so. Record images of human remains are prohibited.



Personal use includes:

- Non-commercial lecturing, as in teaching or at professional meetings
- Preparation of unpublished documents such as research funding proposals (this ordinarily does not include dissertations, which are considered publications)
- Preparation of a single computerized database for the individual's own use
- Informal photography of collection items during the brief consultation visit

Individuals who wish to take record images are asked to sign an agreement stating that the images are for research and study only, to provide a list of objects by catalog number that were photographed, and to provide a set of these images to the curator.

e. Scheduling

The Ohio History Connection collections facilities are normally open to researchers Monday through Friday from 8am until 5pm, contingent on staff schedules and holiday observances. Any deviation must have prior approval of the relevant staff.

## II. OHIO HISTORY CONNECTION RESEARCH APPROVAL PROCESSES

a. Research not subject to Tribal Consultation

The appropriate staff member will submit the research proposal to Ohio History Connection's Collections Management Team (CMT) for review. If the proposal is approved, the curator will inform the researcher in writing and confer with the relevant curator(s) to work out a mutually satisfactory time schedule for the work. If the proposal is not approved, the curator will inform the researcher in writing, indicating why the request has been rejected. In this case, researchers may choose to work with the curator to revise and resubmit their proposals.

b. Research subject to Tribal Consultation

Researchers wishing to study this material should expect a longer than ordinary timeframe to complete their research proposals. Researchers are therefore encouraged to incorporate consultation with relevant Tribal Nations in the development of their research proposals since the support or direct participation of Tribal Nations in the development phase may expedite the review process. Tribal representatives may request that certain procedures be followed, or conditions be met for a researcher to use NAGPRA collections or related materials. Curators and archivists will determine if the request(s) can be met without compromising museum, library, and/or archival best practices. If they cannot be accommodated, staff will notify the researcher, who will need to consult Tribal representatives for reconsideration. Once Tribal consent is reached, staff will submit the proposal and Tribal consent documentation to the CMT as a report to document the decision.

c. Research utilizing Society Archives

If the materials requested are also part of Society Archives, the staff member will submit the proposal to the current acting Cultural Resources & Libraries Division Director for approval and then, if needed, to the Executive Director for approval. If they do not support the proposal as written, the curator will notify the researcher and work with them to make changes and re-submit.

## III. RESEARCH RESULTS

Researchers are expected to file copies of all research notes and other project documentation (electronic and paper records) with Ohio History Connection and, if relevant, Tribal Nations at the conclusion of their research. These materials will become part of the permanent record of the collections being examined. Ohio History Connection reserves the right to publish the results if the researcher fails to do so within five years.

At the conclusion of their study, researchers will provide a copy of any publication (including hard copies of electronic presentations), thesis, or dissertation resulting from investigations of Ohio History Connection collections to Ohio History Connection and, if relevant, Tribal Nations. These works will be maintained as part of the permanent records of the collections involved in the research.



I have reviewed, and agree to abide by the above procedures during the course of my research.

Researcher's signature

Date

Researcher's name (please print)

In a separate document, please attach:

- Researcher's resume or curriculum vitae
- Student researchers must submit a letter of endorsement from their faculty advisor

Submit the completed application with all required documentation to [collections@ohiohistory.org](mailto:collections@ohiohistory.org).

Ohio History Connection Representative

Date of CMT Approval