

**Collections Access Form – External Researchers**  
**(Birzeit University Museum – Collection Department)**

Date:	
Name:	Phone Number:
Institution/organization:	Present home Address:
Position:	E-mail:
Instructor(student applicants only):	
How do you know about our collections?	
What is the purpose of your visit? <input type="checkbox"/> Academic Research. <input type="checkbox"/> Preparation for an exhibition. <input type="checkbox"/> Publication or paper. <input type="checkbox"/> other (explain):	
Describe the purpose of your research and/or the project you are working on:	

Please describe the materials you wish to see with as much details as possible:

Type of access requested (check all that apply):

- Examine artifacts.  Photograph/draw specimens yourself.  
 Have Museum photograph specimens.  General tour.

Other (explain):

**I guarantee and promise that if I use any of the Birzeit University Museum collection photos (provided by Museum) in any manner, to mention the photos courtesy of Birzeit University Museum, and related copyrights.**

Full Name:

National ID/ Passport number:

Signature:

**I guarantee and promise to obtain written approval and permission from Birzeit University Museum before publishing (by any form, printing, electronic publishing, etc.) any photos I take for Birzeit University Museum collection or any related object or item.**

Full Name:

National ID/ Passport number:

Signature:

**I guarantee and promise to preserve the museum's collections and abide by the applicable guidelines and instructions, and I acknowledge and express my responsibility for any direct or indirect damage or harm, minor or severe, whether caused intentionally or unintentionally. I bear all the costs of repairing or restoring it in the event of minor damage that can be repaired and restored, and I guarantee to pay compensation to the university an amount equal to the value of the work in the event of severe damage.**

Full Name:

National ID/ Passport number:

Signature:

**For Museum use only**

Approved by Museum Director:

Types of access granted:

- Examine artifacts.  Photograph/draw specimens yourself.  
 Have Museum photograph specimens.  General tour.

Dates and hours assigned:

Signing of the museum employee: