

# Human Remains Research Request Form



**Peterborough Museum  
& Art Gallery**

To access human remains retained by Peterborough Museum & Art Galleries please complete this Research Visit Request form and return it to [Museum@peterboroughlimited.co.uk](mailto:Museum@peterboroughlimited.co.uk)

Please ensure you have read the conditions provided on this form. Researchers will be required to provide valid photographic identification on their first visit. Students must provide a letter of reference from their Tutor/Lecturer along with a completed Research Request Form.

<b>Date of request submission</b>			
<b>Name</b>			
<b>Title/Position</b>			
<b>Email</b>		<b>Phone</b>	
<b>Address</b>			
<b>Institution</b> (if applicable)			
<b>Institution Address</b> (if applicable)			
<b>Co-applicants</b> (include institution if different from above)			
<b>Supervisor</b> (if applicable)			
<b>Email</b>		<b>Phone</b>	
<b>Project name</b> (if applicable)			
<b>Proposed date/dates of visit</b>		<b>Total hours required</b> (approx.)	
<b>Research affiliation</b> (institution/employer/funder if applicable)			
<b>Research Brief</b> (Please provide a brief summary of the research request, Max 150 words)			

**Cont.**

**Research proposal** (what do you want to achieve/ learn from our material? State the purpose of your request, include the research proposal, aims and methodology. This can be provided as a separate document, please indicate who this has been provided below.)

**Archive to be studied** (please be specific. If known give item name, type (i.e. cremation, inhumation, fragmentary, etc.), sites, dates, creator, event, accession number etc. For documentary or associated finds requests, please attach a completed Research Visit Request Form.)

**Specific access requirements**

I confirm that I have read and agree to abide by the Human Remains Research Conditions provided on this form.

**Signature of researcher:**

**Signature of staff:**

As the Supervisor of the student named above I support the request for access to the material detailed in this document and acknowledge that I am responsible for the student and the material used by the student. I have provided a letter of support for this application.

**Signature of supervisor:**

**Date:**

# Human Remains Research Conditions

1. Access to collections is at the discretion of Peterborough Museum & Art Gallery (PMAG) and by appointment only. PMAG reserves the right to restrict or prohibit access to collections at any time without notice.
2. To protect the collections PMAG reserves the right to limit the duration of your visit and the number of objects, material, archive records or books you can view.
3. PMAG reserves the right to deny access to friends/relatives or anyone accompanying a researched unless those people are named on this form.
4. Photographic identification will be required on your first research visit to PMAG.
5. Students must provide a letter of reference from their Tutor/Lecturer along with a completed Research Request Form.
6. Visitors must comply with all emergency procedures, including the evacuation of the building in the event of a fire, or for fire drills.
7. Bags and coats are not permitted in study areas, a member of staff will direct you to a secure location they can be left or provide locker storage. Unless given the express permission of a supervising member of staff.
8. Reproductions of collections, including by photography and filming, may be permitted at the discretion of the supervising member of staff for private study and non-commercial research only, subject to copyright legislation and other restrictions. Reproductions are not permitted for publication (including the internet). An Agreement for Non-Professional Reproduction of Objects must be completed before reproduction commences.
9. Commercial reproductions of collections are subject to different conditions and charges. Please ask a member of staff for our Terms and Conditions for the Reproduction of Peterborough Museum and Art Gallery Material.
10. The Museum must be acknowledged in any research based on material from the collection, and correctly sourced in all photographs, x-rays, slides, and drawings, wording will be provided on request.
11. Researchers must provide one copy of all material resulting from research on the collections, including all photographs, x-rays, papers, books and any other documentation
12. Additional conditions and handling charges may apply depending on the store visited, collection examined or for funded/commercial projects.
13. Researchers and all parties included on this form must undertake to preserve the collection, to the best of their ability, complying with all relevant guidance and legislation as outlined in the PMAG Care for Human Remains Policy.
14. Requests for destructive or intrusive sampling must provide a completed Destructive or Intrusive Research Request Form. Such requests will be dealt with on a case by case basis and where appropriate with the consultation of subject specialists.
15. Peterborough Museum and Art Gallery will hold and process your data in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. I understand that PMAG will keep a record of my contact details in accordance with its Records Retention Schedule, but will not pass these details on to any third party without my permission, other than where we are required to by law. Please see the Privacy Notice on our website for more information <https://peterboroughmuseum.org.uk/privacy-policy>.

If you have any queries, please contact: [museum@peterboroughlimited.co.uk](mailto:museum@peterboroughlimited.co.uk)