

**Adler Planetarium & Astronomy Museum
Webster Institute for the History of Astronomy
Research Request Form**

STAFF USE ONLY:

Approved: _____

Date of Visit: _____

Time of Visit: _____

Please complete all (except gray) sections. You will be contacted regarding your request. Thank you.

REQUESTED DATES (Hours are Monday - Friday, 10:00-12:00 & 1:00-4:30. Depends on staff availability):

1st Choice

2nd Choice

3rd Choice

Estimated Length of Research Time

TELL US ABOUT YOU:

Name

Address

City

State

Zip

Country

Telephone

Fax

Email

Institutional/Professional Affiliation(s)

TELL US ABOUT YOUR RESEARCH:

Research Topic(s)

Nature of Research (*select all that apply*):

- Academic
- Publication
- Exhibition

- Commercial Use
- Personal
- Other (*specify*): _____

Title of Publication or Exhibition (*if applicable*)

Date of Publication or Dates of Exhibition (*if applicable*)

Research Sponsor (*if applicable*)

Types of Materials Requested (*select all that apply*):

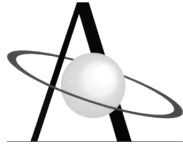
- Instruments
- Rare Books
- Modern Books & Pamphlets
- Periodicals

- Dealer Catalogues
- Archives & Manuscripts
- Photographic Collections

I have read the Conditions of Access and Use on page three of this form and agree to abide by the rules and regulations of the Adler Planetarium & Astronomy Museum and the History of Astronomy Research Center.

Signature

Date



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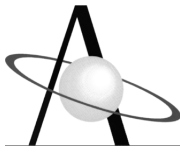
SPECIFIC MATERIALS REQUESTED (attach separate sheet if necessary):

Some items may not be available due their condition. Use is determined by the Collections Manager. If necessary, this list may be updated up to seven days prior to your approved appointment.

	Accession Number / Call Number	Author / Maker	Title	Date	Approved
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

How to find specific materials in the Adler Planetarium's Collections:

- 1) Go to our web site, www.adlerplanetarium.org, and click on "Collections." A link to our collections database (scientific instruments and works on paper only) is located at the top of the Collections page.
- 2) Search for rare and modern books in OCLC / WorldCat, available at most libraries. To limit your search to the Adler Planetarium, use "AP\$" for the library code.
- 3) If you need help locating materials after consulting our database, check here to indicate a request for curatorial consultation. Please use the form above to list any specific authors/makers and titles. We will contact you regarding your request.



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CONDITIONS OF ACCESS AND USE:

When you arrive for your research visit, go to the South Box Office and ask for History of Astronomy Department at x594. An Adler staff member will escort you to and from the History of Astronomy Research Center.

1. All research visits require a prior appointment and all decisions regarding access to collections will be made at the discretion of the History of Astronomy Director and the Collections Manager, only upon completion of this form.
2. Access to certain items requested may be restricted due to their condition, or by other reasons established by staff.
3. An Adler staff member must be in the Research Center at all times during a research visit.
4. The History of Astronomy Research Center hours are Monday – Friday, 10:00-12:00 and 1:00-4:30. Researchers should be prepared to leave AT the closing times of 12:00 and 4:30.
5. Researchers must present proof of identification (eg valid driver's license or passport) when arriving in the History of Astronomy Research Center.
6. All materials not required for research (eg coats, purses, and bags) must be left in the designated area.
7. Researchers must exercise care at all times when handling all Adler Planetarium collection materials. It is the responsibility of the researchers to help safeguard the materials being used. When in doubt about the proper handling of a certain item, please consult Adler staff.
8. The exact arrangement of unbound materials must be maintained.
9. Food and drink (except closed containers of water) are not allowed in the Research Center.
10. Pencils are the only writing implements allowed in the Research Center. Laptop computers are allowed.
11. Researchers must wear gloves when instructed by Adler staff.
12. All materials must remain flat on the surface of the designated table. Appropriate supports will be provided.
13. Adler staff retrieve all materials for researchers. Only items on the pre-approved list will be retrieved on the day of the research visit.
14. Permission to consult materials for research does not convey the right to reproduce or publish. Researchers are not permitted to take photographs of Adler Planetarium collection materials without special permission. All photocopies will be made by Adler Planetarium staff. *Please see our Rights & Reproductions Policy.*

RETURN COMPLETED FORM TO:

Webster Institute for the History of Astronomy
Adler Planetarium & Astronomy Museum
1300 South Lake Shore Drive
Chicago, IL 60605
Fax: (312) 341-9935
Email: astrohistory@adlerplanetarium.org