

**MUSEUM OF OSTEOPATHIC MEDICINE,<sup>SM</sup>/  
INTERNATIONAL CENTER FOR OSTEOPATHIC HISTORY  
A.T. Still University  
800 West Jefferson Street, Kirksville, Mo 63501 (660) 626-2359 fax (660) 626 2984**

**MATERIALS REQUEST AND USE**

Name \_\_\_\_\_

Affiliation \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Subject of Research \_\_\_\_\_

Purpose (classroom, publication, genealogy, etc.) \_\_\_\_\_

\_\_\_\_\_

I hereby request permission to examine materials or objects from the collections of the Museum of Osteopathic Medicine,<sup>SM</sup> and/or the International Center for Osteopathic History. I agree to indemnify and hold harmless the A.T. Still University and the Museum of Osteopathic Medicine, its officers, employees, and agents from and against all claims and actions arising out of my use of the collections. I have read the rules governing use of the collections printed on the reverse, and I agree to abide by them.

\_\_\_\_\_  
Signature of Researcher

\_\_\_\_\_  
Date

**RULES GOVERNING RESEARCH USE OF MUSEUM OF OSTEOPATHIC MEDICINE AND  
INTERNATIONAL CENTER FOR OSTEOPATHIC HISTORY COLLECTIONS**

1. MOM, ICOH, and the University encourage the use of the collections to further knowledge about the osteopathic profession, its history, and related topics. Restrictions on use may occasionally be imposed in order to ensure the safety and condition of the collections.
2. The term “user” is understood to include researchers, ATSU/KCOM students and personnel, and others who may have reason to use MOM or ICOH collections. Permission to use the collections is not to be construed as endorsement of the user's point of view or manner of presentation.
3. Physical access to the collections is limited to collections staff and volunteers and researchers working under staff supervision.
4. In requesting access to collections, users agree to abide by the Museum’s/Center’s established procedures for security and safe handling of artifacts and research materials, including the following:
  - a. Users may be required to register and show identification.
  - b. Coats and personal belongings must be left at the front desk.
  - c. All materials and objects must be handled with extreme care and attention to their physical condition and arrangement.
    - ◇ Use only pencil for research notes.
    - ◇ Keep books and documents flat on the table.
    - ◇ Turn pages with care.
    - ◇ Keep loose material in the order in which it is found. If something appears to be missing or out of order, call it to the attention of a staff member.
    - ◇ Do not remove anything found inside a book, such as newspaper clippings, pressed flowers, or notes. Call such items to the attention of the staff.
    - ◇ Do not use Post-its, paper clips, pencils, or any other object as place markers. The Museum will supply acid-free markers upon request.
5. The collections are available for research use by appointment only. A member of the collections staff must be present to assist researchers with collections materials. Other Museum/Center staff may provide basic reference assistance but may not authorize research use of the collections.

*Appointments are generally available on \*weekdays between the hours of 9:00 am and 4:00 pm. Researchers from out-of-town and those with large projects are advised to make arrangements well ahead of time, to ensure the availability of a staff member and to allow time for retrieval of material. \*For other hours please ask about the Policy for ICOH Reading Room Outside of Regular Hours.*
6. The collections may only be used in the Museum and/or Center.
7. Permission to examine materials or objects does not include permission to publish them. Permission to publish must be requested separately in writing.
8. Researchers may not photocopy, scan, photograph, duplicate, or otherwise reproduce an image of the object without express permission from MOM/ICOH.




