

# Cultural Collections Research Request

To better serve your research needs, please fill this form out and return to the Michigan State University Museum. This form can be submitted via FAX, e-mail, or can be mailed to:

Lynne Swanson  
Collections Manager  
**MSU Museum**  
West Circle Drive, East Lansing MI 48824

Collection use is by appointment only. Research staff will contact you regarding a scheduled visit. A minimum of 48 hours notice is required to guarantee staff accommodation of your request.

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Name (Please Print)	Title
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Institution/Company

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Street

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City/State/Zip

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Phone	Fax	e-mail
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Student  Intern  Faculty/Staff  Independent researcher  Other \_\_\_\_\_

Subject \_\_\_\_\_

Purpose of Research \_\_\_\_\_

Projected length of visit/Collection use \_\_\_\_\_

The museum reserves the right to charge a service fee of \$25.00/hour for specialized staff assistance beyond an hour.

*I have read, understand, and express my intention to comply with the regulations governing the use of holdings of the Michigan State University Museum.*

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Name (Please Print)	Signature	Date
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