

**National Park Service
Little Bighorn Battlefield National Monument
Museum Collection Access Policy**

National Park Service museums are responsible for properly protecting, preserving, maintaining, and providing access to their collections. It is the policy of Little Bighorn Battlefield National Monument that its museum collection will be available for publication, exhibition, interpretation and education, research, reproductions, and derivative work. Qualified users include NPS personnel, artists, contractors, historians, researchers, scientists, and the general public. The collection may be used for non-commercial and commercial purposes.

Researchers are encouraged to complete their preliminary research at other museums, archives, and libraries before approaching the collections of Little Bighorn Battlefield National Monument. The National Monument has limited staff and access to museum collection is based upon the schedule of the Museum Curator and curatorial staff, and the physical condition and availability of objects.

RESOURCE

Little Bighorn Battlefield National Monument is a major repository for museum collections and primary source archival material specific to:

- Battle of Little Bighorn, June 24-25, 1876, George A. Custer, 7th U.S. Cavalry, and associated materials about the Arapaho, Arikara, Cheyenne, Crow, and Lakota Sioux tribes;
- Northern Plains Indian Wars Era, 1860-1890;
- Administrative History (1879-present)

The collection consists of approximately 24,531 cataloged items. Collection categories include Cultural Resources in the disciplines of: Archeology, 8181 objects; Ethnology, 166 objects, History, 1135 objects; Archives, estimated 15000 objects; and Natural Resources, Biology, 1 object. The collection is described in the 1999 Scope of Collection Statement (SOCS) which available upon request from the Museum Curator.

Premiere collections include: Elizabeth Bacon Custer Collection, Seventh U.S. Cavalry War Records, Thomas B. Marquis Collection, Walter Mason Camp Collection, and Kenneth Hammer Collection. Other significant historic collections are: Bowen Collection, Dodd Collection, Dustin Collection, Fougere-Gibson Collection, O'Donnell Collection, Windolph Collection, Snyder-Ronayne Collection, Mary Jane Colter Collection, and D. F. Barry Collection, and Wannamaker-Dixon Collection.

In order to ensure optimum preservation, minimize the potential impact on the collection, and to assure its security and protection, it is necessary to document, restrict and monitor access to it through the following guidelines.

ACCESS TO COLLECTIONS

Access to museum collection is by appointment only Monday through Friday from 8:00 a.m. until 4:30 p.m. Appointments must be made at least two weeks in advance by correspondence, personal visit, telephone, FAX, e-mail, or personal visit. Researchers must outline their project by topic, subject, expected use of collections, and project deadlines. The National Park Service is not responsible for meeting research or publication deadlines.

Park staff will promptly inform researchers if their requests have been approved or disapproved. Approval of all requests will be based upon availability of the Museum Curator to supervise researchers. Only a small numbers of researchers and/or staff can be accommodated at one time due to limited research space. Occasionally, researchers may be asked to reschedule their on-site visits to better serve their needs. Walk-in, unscheduled researchers, browsers, and tours will not be accommodated

Research appointments may be directed to:

Sharon Small
Museum Curator
Little Bighorn Battlefield National Monument
Visitor Center, Interstate 90 & Highway 212
P.O. Box 39, Crow Agency, Montana 59022
TELEPHONE: 406-638-3213
FAX: 406-638-2623 E-MAIL: sharon_small@nps.gov

GENERAL USE AND HANDLING

Researchers are asked to adhere to the following rules:

- All museum collection research will be done on-site in the Visitor Center. The collection is non-circulating and cannot be checked out or removed. Researchers will study material at designated table in curatorial office. All collection items must remain in the office. Researchers may not remove any object from the office.
- Researchers are required to sign a Researcher Registration Form and verify their identity with a driver's license, or identification card. The registration form will be retained in the Collections Use file.
- Only authorized researchers are permitted in the curatorial office. Unauthorized guests are not allowed.
- Food, beverages, and smoking are not allowed in the curatorial office. Coats, packages, containers, folders, briefcases, backpacks, or bags are not permitted and may be stored in a designated locker near the curatorial office.

- Scanners, portable photocopy machines, cameras, and digital cameras, are prohibited to avoid damage to materials and copyright infringement.
- Only lead pencils are allowed for note taking. Pens and markers are not permitted.
- Tape-records, typewriters, and portable computers are permitted, but must not disturb other researchers.
- Researchers will receive orientation about Access & Use Policy, Scope of Collection Statement, and organization of the museum collection, including Accession & Museum Catalog Records, ANCS+ database, the 1984 Register of Photograph Collections, microfilm, CD-ROM, and associated finding aides.
- Researchers will compile a list of museum objects they wish to review. Staff will retrieve requested items from storage and provide a manageable number of artifacts, documents, or photographs to researchers. Researchers are not permitted in museum collection storage and vault.
- Staff may refuse access to items if they are too fragile to handle and handling is detrimental to the objects.
- Researchers are required to wash their hands before handling collection objects.
- Cotton gloves will be issued to the researcher and must be worn when handling objects. Gloves will also be worn when handling photographic prints, negatives, slides, glass plates, or other transparencies to prevent fingerprints from damaging the emulsion of these fragile items. Latex gloves may be worn when working with materials that may pose a health hazard.
- All items will be documented and inventoried on Registration Form. All items will be returned to storage by staff before researchers are permitted to sign out.
- Artifacts and documents will be removed from their containers and handled one at a time in order to reduce the risk of damage and accidents. Manuscripts and books may not be leaned on, written on, folded, traced over, or handled in any manner that may damage them.
- Researchers must maintain the original order of documents within their folders. Curatorial staff will be notified if items appear to be out of order, or if there is any sign of damage. Researchers will not attempt to rearrange documents or folders, or to repair any damage.
- After objects are studied researchers will identify any items that need to be photocopied, photographically reprinted, or photographed. Photocopies cost twenty-five cents per page. Photo reprint costs are listed on the attached PHOTO REPRINT ORDER FORM. Curatorial staff will process fees for photocopies and photographic reprints. Only curatorial staff will photograph objects.

- Light-sensitive material, such as photographs, pencilled writing, and watercolors will not be photocopied.
- Researchers are requested to donate a copy of their completed project to the White Swan Memorial Library at the national monument.
- Researchers who disregard these rules or endanger the museum collection will be denied access.

CITATIONS: RESTRICTIONS/SOURCE ACKNOWLEDGEMENT

- The museum collection is public property and falls into the legitimate Public Domain. The national monument does not charge usage fees to researchers, publishers, and filmmakers, etc. Some collection items may have restrictions placed upon them. Items include Indian artifacts, oral history interviews, manuscripts, newspapers, paintings, and photographs copied from originals with copyright retained by the donor or lender. The curatorial staff will inform researchers about any restrictions on the use of an object.
- It is the responsibility of researchers to secure permission from the legal donor or lender to use restricted objects and copyrighted objects. Curatorial staff will contact donors or lenders and request permission to release their names and addresses to researchers. For more information, refer to Copyright and Privacy Restrictions.
- Administrative files may not be accessible to the public. Specific laws govern the release of government documents. Permission to obtain a copy for scholarly purposes does not constitute permission to publish. For more information, refer to Freedom of Information Act (FOIA).
- Museum collections reproduced in print or electronic media require a credit line: Courtesy National Park Service, Little Bighorn Battlefield National Monument. Occasionally, it is necessary to credit the donor, source of accession, or collection title. Researcher will be responsible for providing the credit line to publishers, filmmakers, etc.

I, the researcher, understand and agree to the above terms.

Printed Name

Signature & Date

Appendices:
 Researcher Registration Form
 Photo Reprint Order Form
 Copyright & Privacy Restrictions