



MUSEUM OF EAST ASIAN ART (MOK), COLOGNE

STORAGE VIEWING REQUEST FORM FOR RESEARCHERS

Date of application:

Name:

Institution:

E-mail:

Phone:

Passport/ID no. (***Please provide a photocopy***):

Proposed date and time of visit:

Describe the nature of your research:

List the works you are interested in viewing:

(Please note: items on the list are subject to the MOK staff's approval)

#	Artist Name	Title	Inv. no.

ACCESS TO STORED COLLECTIONS AT THE MOK

GUIDELINES AND PROCEDURES

1. Appointments to view objects must be made using the Storage Viewing Request Forms for Researchers.
2. A minimum of three months' notice is required to arrange access to stored collections. No guarantee can be given to access objects which have not been requested in advance.
3. Coats and bags will not be allowed into the area where objects are to be viewed. Lockers or secure storage areas are available at the MOK.
4. The MOK accepts no responsibility for the loss of or damage to visitor's personal property.
5. Visitors must not bring any materials into Collection areas which could cause damage, e.g. chewing gum, water, ink, scissors, knives, highlighter pens, adhesive tape, etc.
6. Visitors must remove any personal accessories which could cause damage, e.g. rings, dangling jewelry, dangling belts, long cuffs, etc.
7. Smoking, eating and drinking are not permitted in any areas where collections are stored or being viewed.
8. Researchers must only use pencils for note-taking.
9. Laptop computers may be used.
10. Access to collections will be supervised by the MOK Conservation, Archive, or Curatorial staff as appropriate, at all times.
11. Security staff are not permitted to grant or supervise access to stored collections.
12. Visitors may photograph items providing no flash is used. All copies and photographs, either of objects in the collections, or the areas they are housed in, are for private study, non-commercial or personal use only and may not be reproduced in any media, including social media, or made available to any third party without written permission from the MOK.
13. Filming with video cameras and mobile devices is not permitted.
14. Requests for commercial photography and filming should be addressed to the MOK PR representative (contact provided upon request).
15. Objects must only be handled by the MOK staff.
16. Visitors may not handle objects in any circumstances.
17. Storage Viewing Request Forms for Researchers will be kept for 7 years following the visit and will be stored on the MOK's Electronic Record Management System.

Please confirm your consent with the above-stated guidelines:

Place, date _____

Name and Signature: _____