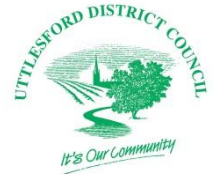




**SAFFRON WALDEN MUSEUM**  
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## GUIDELINES FOR MUSEUM RESEARCHERS

Saffron Walden Museum welcomes members of the public to access our reserve collections. We ask that all researchers read and abide by the following guidelines, which are designed to help you make the most of your research visit and to ensure that our collections are cared for and protected for the future. If you have any queries about these guidelines or your visit, please ask a member of museum staff.

- Research visits may take place at Saffron Walden Museum or at the museum's off-site store on the Shire Hill Industrial Estate. Please make sure you know which site you are visiting.
- A member of museum staff will be with you at all times during your visit. The staff member is present to help you and to ensure the safety of the objects, but they may not be a specialist in your subject area.
- You will be supplied with cotton or vinyl **gloves**, which you must wear when handling certain objects. Museum staff will advise you if you need to wear gloves. Gloves protect the objects from damage from oils and dirt on our hands, and protect the wearer.
- If you need to make notes, please bring your own notebook and a **pencil**. Pens are not permitted, as they can cause permanent damage to objects.
- **Photography** is permitted, free of charge, at the discretion of museum staff. However, flashes and tripods must not be used. If you would like to take photographs, you will be asked to complete a Copyright Form beforehand. Photographs must only be used for personal study. If you would like to publish any images of objects in the collections, you must apply for written permission from museum staff and there may be a reproduction charge.
- Please be aware that we do not make photocopies of original documents, photographs or pictures, as this can damage the objects. If you would like a document, photograph or picture to be photographed or scanned, please discuss this with a member of staff before your visit. There may be a charge for this service.