



Sloane Collection and Archives Student Research and Photography Policy

The Hermitage Museum & Gardens has extensive collections, documents, records, maps, and photographs pertaining to Norfolk and the Tidewater area, the Sloane family, and art and artists related to the Sloane Collection which may be used to conduct personal, educational and professional research. It is the Museum's policy to allow public access to this valuable historical material while protecting that material and providing staff assistance to students. All research is limited to educational and personal research and not for duplication, publication, broadcast or transmission of any kind. Publication is limited to those of the scholarly type. Students are asked to fill out a Research Request Form, available by request. There is no fee for filling out a request form.

Research in Person

- Objects located in the first floor Central Galleries and the second floor Galleries may be independently studied during regular museum hours with museum admission fee.
 - With college ID, student admission is \$3.00.
 - Please note that these galleries are free to the public each Tuesday.
- Students who wish to research objects located in the Music Room, Dining Room, East Wing of the museum, and Collections Storage must contact the Curator of Collections in advance to discuss the type of research they wish to do and to schedule an appointment.
 - Appointments may be made from Monday through Thursday, 10:00 am to 4:00 pm, and Sundays, 1:00 – 4:00 pm.
 - These rooms may also be viewed by taking a museum tour during regularly scheduled hours. These tours will be an overview of the museum and collection; please do not expect a specially focused tour.
- All students shall be asked to sign a research form. This form remains on file with the Museum and explains the Museum's charges and stipulates that students agree to adhere to current copyright laws in the use of Sloane Collection materials.
- Careful consideration is required in the handling of research materials and artifacts.
 - No food or drink, ink pens, cameras, backpacks, or hazardous material is allowed around research or collection materials.
 - Photographs are not allowed inside the museum. (images may be ordered though the Research Request Form)
 - Artifacts may not be handled or touched.
- Archive use and individualized staff time requires written permission at least two (2) weeks ahead of time.

Research by Mail

Research requests received in the mail shall be handled by the Curator of Collections. Usually, the first reply provides basic information, including our fees. The charge for research by Museum staff is \$25.00 per hour, plus additional charges for scanned or photocopied materials.

Please submit all requests to:

Kristin Law, Curator of Collections
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757.423.2052 ext. 204