

**NATIONAL MUSIC MUSEUM**  
**Att: Research Request**  
**The University of South Dakota**  
**414 East Clark Street**  
**Vermillion, SD 57069**

**REQUEST FOR PERMISSION TO CONDUCT RESEARCH AT THE NMM**

Anyone wishing to conduct research at the NMM must receive permission and make an appointment to do so. To obtain permission, complete this form, attach the additional information requested below, and submit it to the address shown above. Researchers should await confirmation of their request before planning their research visit. Appointments must be made *at least two weeks* prior to their visit. This allows time for staff scheduling and the movement of instruments and/or retrieval of archival materials to be studied. The NMM reserves the right to determine whether or not its staff can accommodate any particular request.

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s) of proposed visit: \_\_\_\_\_

Are you a student?  No  Yes If Yes, are you an  Undergraduate student  Graduate student

If you are a student, at what institution are you registered? \_\_\_\_\_

**The following information must be submitted to complete your application:**

- State the purpose for and projected goals of your research, including reference to specific instruments and/or archival materials you wish to study.
- Provide a copy of your resume and/or other credentials (references are optional).
- Do you plan to publish the results of your research?  No  If yes, please provide details
- Have you previously conducted research at the National Music Museum?  No  If yes, note when and for what purpose
- Will you need photographic images from the NMM for your research or publication?  No  If yes, please provide details
- Do you plan to bring a camera?  No  Yes If yes, do you plan to bring a tripod?  No  Yes
- Do you plan to bring a laptop computer.  No  Yes
- Will you provide your own measuring instruments (non-metal).  No  Yes  Not applicable
- Do you plan to bring someone with you?  No  Yes
- **Note:** Only a small number of people can be accommodated at one time in the NMM's study-storage areas, conservation laboratory, and library. Children are not allowed in these areas at any time.

My signature below indicates that I have read and understand the Guidelines for Access to Musical Instruments, the NMM Archives, and the NMM Library, as they appear on the NMM's website at <http://www.usd.edu/smm/HomePageRedirects/research.html>. I understand that the NMM reserves the right to determine whether or not its staff can accommodate my research request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Release Authorization:** I hereby grant to the National Music Museum at The University of South Dakota the non-exclusive rights and license to make, edit, and use images and/or audio for publicity, news or advertising—to include print, video, broadcast media and the World Wide Web. I release the National Music Museum and The University of South Dakota from any and all claims of payment for performance rights, residuals or damages for libel, slander, invasion of privacy or any claim based on the use of said material.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_