



**BATE
COLLECTION**
of MUSICAL INSTRUMENTS

Bate Collection Research

RESEARCH REQUEST FORM

All sections other than section 3. (Dates and Times) should be completed even if N/A (not applicable).

1. CONTACT DETAILS

Name:

Address /
invoice
address

Postcode:

Country

Email:

Is this private or academic research?

Name of Organisation:

2. RESEARCH

Reason for Research:
(please be specific)

Research Question:
(please provide full
question with aims for the
project)

Objects for Research:
(please be specific about
the object you wish to
view, if you have the object
number, please provide
this, broad subject request
will be asked for further
detail)

Futher Notes:
e.g any special require-
ments?

3. DATES AND TIMES

BATE COLLECTION STAFF ONLY

Start:
(Bate Staff Only)

Finish:
(Bate Staff Only)

Estimated Time Required:
(Bate Staff Only)

Last Possible Date of Visit:
(Bate Staff Only)

4. DATA PROTECTION

The information on this form will be held and used by the Bate Collection in accordance with the University of Oxford guidelines. Please see <https://compliance.admin.ox.ac.uk/data-protection-policy> for more info.

Please tick this box if you agree with our privacy policy:

Instrument/s:

Accession No:

Makers Name:

Referee Name:

Referee Email

Instrument Details:

(for the Bate Collection staff)

Please note here a brief description of the condition of the instrument, together with simple description of any marks of wear or damage.

List any accompanying items

- reeds, support, spare strings

etc.

8. SIGNATURE

By signing this loan form you are agreeing:

1. To care for the instrument with as much attention as though it were your own
2. To always ask permission to play the instrument
3. Not to leave the instrument unattended
4. Not to carry out or have carried out any repairs of any nature: especially not to replace nor disturb any pads or lappings nor to stick blue tack or sellotape on any part of the instrument.
5. Not to damage the instrument in any way.
6. To return the instrument in the condition that you received it

If any of the above conditions are not observed no further research will be allowed from the Bate Collection of Musical Instruments.

Signed

Date

Counter
Signed (Bate
Collection)

Date