

# Access Guidelines

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Hamilton Wood Type  
& Printing Museum

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If you are visiting the Hamilton Wood Type and Printing Museum to study any part of the type and block collection and/or use the collection to print on any material, you must read and check the following guidelines, sign and return to Museum staff:

- To use the Museum's collection, the Museum must be informed in advance of the types of projects you will work on during your visit. Please submit a completed *Visit Request/Project Proposal* form to be approved by the Museum at least one month before your visit. Because the Museum hosts visiting printers quite regularly, the earlier your form is submitted, the better.
- Under no circumstances is the Museum or any part of the collection to be used for commercial purposes not expressly designed for the Museum. If you wish to work at the Museum under a grant, scholarship, to fulfill research or academic criteria, the Museum must be informed in advance.
- Daily hours for the Museum are set. Use of the Museum for additional hours beyond the regular Museum hours is subject to Museum staff approval and presence. Additional fees may be due for this time.
- A non-refundable deposit must be paid in advance. The cost of this refers directly back to your specific use of the Museum.
- All printed materials must include the Hamilton Wood Type & Printing Museum logo and location. Pre-set type, magnesium plate blocks, and stamps with this information are available to use, as well as the logo in a variety of sizes of wood blocks.
- The museum retains the first right of refusal for 10% of the work produced in the pressroom and at the discretion of the staff the museum may sell these works online or at the museum store.
- All photography of the collection or work printed at the Museum that is not for personal use must be approved in advance by the Museum.
- The Museum staff may take photos of you and your work, if you do not wish for them to be used on the Museum website or promotional items please inform Museum staff.
- The printer must sign and acknowledge a waiver of liability for the museum. This waiver must extend to their assistant if an assistant is present.
- General Rules of Conduct for the Museum
  - Leave the space as you found it, cleaning up after work is complete.
  - Follow all Pressroom Rules.
  - Do not enter the factory operation areas (marked) or designated "Museum Staff Only."
  - Do not drink alcoholic beverages or smoke in the Museum.
  - Nothing may be removed from the Museum premises without written approval from the staff.
- Handle wood type, print blocks and presses with care.
  - Use galleys to carry type from cases to your press.
  - Clean type and blocks and return them to the proper drawers or shelves after use.
  - Wood type and blocks should be cleaned only with mineral spirits.
  - Should there be any damage to the wood type or blocks that are used, accidental or otherwise, return these items to Museum staff for repair.
  - Do not alter any type or print blocks without permission from the Museum.
  - Do not use any alternative printing methods without permission from the Museum.
  - Clean the press thoroughly after each use and return packing to its original state
  - Clean all glass plates (or other ink-mixing surfaces), and ink knives that were used; return properly closed ink containers to the ink area. Clean up any random ink spills around the Shop.

I have read and agree to abide by the Hamilton Wood Type & Printing Museum Access Guidelines.

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_