

DOI Work Activity R2: Provide Research Access to Museum Items

Program Area:	Cultural and Heritage
End Outcome Goal:	PEO 3 - Protect Cultural and Natural Heritage Resources
Intermediate Outcome:	This activity does not align to an intermediate outcome
DOI Sub process:	3a – Provide information products and services

Examples/Notes: Museum items are all items formally acquired for the museum collection (i.e. museum property). Note: Items accessed in response to a research request are cataloged by the time access occurs.

Work Activity Description: Includes all costs associated with providing research access to museum items, including assisting researchers to use collections or collections records; responding to oral and written requests for information about the collections; providing archival reference services; processing and managing outgoing loans for research, exhibit and educational activities, **excluding outgoing loans associated with activities under DOI Work Activity 4B – Manage/Protect Museum Items**, such as repository loans for storage and management, and **excluding outgoing loans for conservation treatment under DOI Work Activity 7Y – Access/Treat Museum items**; responding to image reproduction and use requests; developing and maintaining virtual exhibits and catalogs on the Web; publishing information about the museum collections; and giving tours of museum operations.

Research requests include each request to access museum items or the associated records. A single research request/activity may span one or multiple days. One individual may submit multiple requests.

Processing and managing outgoing loans includes all activities pertaining to outgoing loans, including selection of items, preparing the loan agreement, evaluating the qualifications and facilities of the borrower; documenting the loan in the loan and catalog records in the bureau’s automated system; packing and shipping; and processing the returned loan. Responding to image requests includes finding the requested images, reproducing and sending the images, and collecting related fees.

Providing access does not include museum exhibit planning, production, or installation, or in-person interpretive and educational programs.

<p>Output: Research access to museum collections and related documentation</p>	<p>Unit of Measure: Number of research access requests granted.</p> <p>When counting research requests, combine all research requests, image reproduction request, outgoing loans for research and exhibits, and other similar activities/requests related to providing for special access to and use of museum items and related documentation</p>
<p>Inputs: Museum items available for research, Labor, Travel, Supplies and materials, shipping</p>	<p>Cost Drivers: Type of transaction (research access); Number and type of items included in access, Transportation requirements; etc.</p>

System Interfaces:

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