



BDA Dental Museum

Information for researchers

Each year the BDA Dental Museum receives over a hundred requests for research varying from genealogists to TV producers to academics.

The museum has about 25,000 items in the collection. Only a small percentage of objects are on display. We actively encourage research into other objects in the collection and into individuals associated with dentistry in order to deepen knowledge and to make that knowledge more widely accessible.

Where direct access to material is not possible we will make alternative arrangements (e.g. through the use of catalogues and photographs) to assist you.

These guidelines are designed to assist you in your research and at the same time to outline procedures to safeguard the collections.

How we will deal with your request

If you would like to visit to undertake research please give us at least ten working days' notice. Please tell us:

- your name
- contact address/telephone/email
- associated institution (if any)
- the nature of your research/purpose of visit
- dates on which you wish to visit

We will provide an acknowledgement of your enquiry within two working days.

We prefer researchers to avoid the museum's public opening times (Tuesdays and Thursdays 1pm – 4pm). Museum staff are available during normal office hours, Monday – Friday 9am – 5pm (with an hour for lunch, normally 12noon – 1pm).

Due to limited space we can only accommodate one researcher at a time (or a pair coming together and sharing desk space).

If you have any specific needs to help you access information (e.g. magnifying glasses, help lifting objects or turning pages) please tell us when you request your visit so we can make provision.

Some artefacts are in on-site store and some, particularly larger items, are in off-site store. The latter have to be returned to the museum to be viewed.

Sometimes it is not possible to make requested material available. This may be because it is too fragile, there is excessive expense in arranging its return from off-site store or for reasons of confidentiality. Please give as much detail about your research and the proposed outcomes to help us reach a decision. If it is decided that the material cannot be made available you will be given a full written explanation by the Head of Museum Services.

If we are unable to make material available we will make alternative arrangements to assist your research.

A partial catalogue of the museum collections is available on-line at the museum section of the BDA website www.bda.org/museum/collections

The full catalogue (with written description and photographs) is available to search at the museum itself.

If you would like to take a sample from an object or see it working, please state this clearly in your research request. Please tell us why taking a sample or seeing the object working would help your research and be more helpful than just viewing the object. Please describe the size of sample you would need to take and the impact you anticipated this would have on the object: this helps us to make a decision. We will need to consider the fragility of the object and whether it has been subject to similar treatment in the past. If it is decided that your request cannot be granted you will be given a full written explanation by the Head of Museum Services.

Your visit

A map and travel directions are available on the museum leaflet or the museum webpages at <http://www.bda.org/museum/about-the-museum/visit-the-museum.aspx>

We will make a space available to you in the museum to view research material under the guidance of museum staff.

Please bring one piece of photographic ID with you (e.g. driving licence, university library card).

A member of museum staff will explain our handling procedures for objects to you before the objects are made available. Where indicated we ask that you wear the white gloves provided to protect the objects.

Please **do not** lean on or mark items. We check the material at the beginning and end of research visits to look for damage. If you notice any damage please let a member of staff know.

Please **do not** use pens. Pencils and laptops are allowed for making notes. Laptops cannot be plugged into the mains so please ensure you have enough battery power.

A photocopying machine is available. The cost is currently 15p per A4 sheet. Please abide by copyright law – details are next to the photocopier.

If you would like to take photographs please ask a member of museum staff first.

Generally we allow photos, without flash, for research purposes only. If you would like to use photographs in a published work the museum prefers to supply these. We can give you details of our image reproduction procedures. For items under copyright law responsibility for obtaining permission from the copyright holder lies with the researcher.

Please **do not** bring drinks or food into the museum. Free water and hot drinks are available in the BDA foyer and there is a seating area.

Toilets, including an accessible toilet, are available on site.

We do not have a computer and/or internet access available for public use in the museum.

For more information about your visit please see the museum's general leaflet or the website <http://www.bda.org/museum/about-the-museum/visit-the-museum.aspx>

At the end of your visit/research

We are always looking to improve our service. We would be grateful if you could complete our feedback form to help us in this quest.

We keep a record of your enquiry and contact details on our computerised database. This enables us to contact you should any subsequent information come to light. We remove your personal details after three years. If you **do not** want your contact details to be kept once your enquiry is completed please let us know and it will be immediately removed.

Generally there is no charge for making use of museum resources for research but donations are encouraged to support the work of the museum. Donations in the form of cheques should be made payable to the 'BDA Trust Fund'.

If you make use of your research in a published work please acknowledge the museum as 'BDA Dental Museum' and quote any item reference numbers that you were given.

We are always interested in the outcomes of research visits. Please keep in touch and send us a copy (hard copy or digital) of any papers/presentations produced as a result of your research at the museum.

We hope your research is successful.