



One Manhattan Square
Rochester, NY 14607
585-263-2700
museumofplay.org

Researcher Requests Form

Please submit requests at least one week in advance for an optimal research visit. Attached lists also welcome.

Name of Researcher: _____

Date(s) of Research Visit: _____

Purpose of Research: _____

RULES FOR PHOTOGRAPHY AND SCANNING

- Researchers must use the museum's equipment for any visual note taking. Personal devices may not be used.
- The Strong reserves the right to limit the number of pages captured from any collection material to one-third of its total content or 100 pages, whichever is less.
- The first 100 captured images will be reviewed by library staff, reduced to grayscale, watermarked, and shared with the researcher usually within two weeks.
- Researchers are permitted a maximum of 500 photos or scans of collections materials per calendar year. The 500 images may not be sequential pages from a single resource.
- All photographs of collections materials remain copyright of The Strong.
- Color or higher quality images for publication, exhibition, or other purposes must be licensed with payment of fees.
- This institution reserves the right to refuse to accept a copying order for any reason including if, in its judgment, fulfillment of the order might involve violation of copyright law.

RULES FOR ELECTRONIC GAMES AND RELATED ARCHIVES

- On-site access to game files in digital formats will be provided in a read-only capacity.
- Researchers will need to provide prior, written permission from the copyright holder for any higher resolution images of any game files—digital, analog, or archival.

Library materials (books, trade catalogs, serials, etc.)

Browse/search in [Library Catalog](#). Indicate call number/title of requested item or years/issues of serials.

Example: 1) GV1469.3 .L36 2016 - Art of Atari / Tim Lapetino
 2) NK9509.99.A94 T69 1983 - Toy Catalog 1983 / Hasbro, Aviva

Library materials: [If none are requested, please indicate "n/a" or "none."]

1) Call number here – title here

Archives materials (manuscripts, design documents, diaries, etc.)

Browse/search in Archives Catalog. Indicate collection name, full box number or box number/folder number/title, oversized folder number/title, map case number/drawer number/folder number and title, etc. Some digital-only collections exist and will be provided to the researcher via an access hard drive on-site.

- Example:
- 1) Philip E. Orbanes papers, Boxes 1-3
 - 2) Atari Coin-Op Division corporate records
 - Boxes 1-5
 - Box 7, Folder 3 – “Steel Talons [with schedule, notes, and cost estimates], 1990”
 - Map Case 2, Drawer 1, Folder 3 – “Indy 800 assembly drawings. 1975”

Archival materials: [If none are requested, please indicate “n/a” or “none.”]

- 1) Collection name/title
 - a. Box number

Museum objects (dolls, board games, video games, arcade games, etc.)

Browse/search in museum’s Online Collections portal. Indicate Object ID number and title of object. If a video or electronic game, indicate if you would like to schedule time in the ICHEG lab to play the game (if possible).

- Example:
- 1) Object ID: 106.2250 - Pac-Man keychain
 - 2) Object ID: 116.7643 - Atari 5200 Pac-Man video game - *would like to play this*

Museum objects: [If none are requested, please indicate “n/a” or “none.”]

- 1) Object ID here – title here