

Visits, research and loans

Guidelines for visiting and loaning from the archaeological collection at Ålands Museum

Researchers, students and other interested parties have the possibility to visit the Ålands Museum's (ÅM) archaeological collection for the study of artifacts. Artifacts can also be loaned for exhibition and research, provided that an institution is making the request. The museum's activities are financed by public funds and therefore collections and archives must be seen as public documents that must be made accessible.

Archive documents

Visitors are welcome access archival documents such as reports and catalogues, which are studied on site at the Ålands Museum. At present, only a small part of the material has been digitized. Subject to available time and resources, individual documents can be scanned in and sent digitally.

For research:

For researchers and students, it is possible to study artifacts from the collection on site and access archival documents such as reports and catalogues for research. The museum prefers that research be conducted on site at the museum, where there are appropriate spaces for most tasks and where the artifacts can be safely made accessible. In order for you to get the most from your visit, while also meeting the requirements for the orderliness of the collections and the safety of the objects is not neglected, the visit must be planned as follows:

- Send in your application well in advance, no later than 1 month before the desired planned visit. The collections are open during office hours. Describe your project / purpose / delimitation as clearly as possible in your application to facilitate the antiquarian's preparation.
- Prepare thoroughly for your visit by listing information about the artifacts or documents you wish to study.
- For students at college / university: The student must, together with their supervisor, contact the museum's antiquarian. The visit must also be planned in consultation with the supervisor.

The possibility of receiving visitors depends on the scope of the material and the workload of the staff. When visiting, it is always the antiquarian responsible for the collection who leads the visit in the collections and archives. Researchers and students who have been granted access to the collection must comply with the museum's directives / regulations regarding the handling of artifacts and visits on the museum's premises.

Electronic application for visits, loans, and sampling can be found further down the page.

For other interested parties:

The archaeological collection is also open for visits by people other than researchers and students, when scheduling allows. Prior to the visits, it must be clarified what you wish to see at the visit and what information you wish to receive. Otherwise, the same conditions apply as above.

Photographing

There are special conditions that apply when photographing artifacts, which are discussed with the responsible antiquarian and photo permission is sought if necessary for commercial or non-commercial purposes.

Research loans

Artifacts and materials from the archaeological collection can be loaned for research purposes, provided that an institution is behind the loan. Before items are loaned out, the permit must be granted and signed. The permit decision states the terms of the loan, and it is the borrower's responsibility to ensure that the terms are met. The borrower is always responsible for the loaned material, and it is its responsibility to ensure that the material is insured and that safe storage in locked and fireproof spaces is guaranteed during the loan period. Special requirements apply to metal artifacts and their storage during the loan period.

Loans are granted for 1 year with the possibility of extension by 1 year at a time upon receipt of the request for extension, with a maximum of 5 years. The request to extend the loan period must be received by ÅM no later than 1 month before the loan expires.

Research loans are free of charge, but any transport costs are paid by the borrower. The borrower is responsible for collecting the loan material from ÅM and the transport should be carried out in accordance with the museum's directives. ÅM does not send artifacts through the post.

The method of return must always be notified to ÅM well in advance of the loan's return. The borrower is responsible for returning the material to ÅM and is responsible for returning the material in a safe manner in accordance with the museum's directive. Personal handover is recommended.

For students at colleges / universities: Loans must be discussed in consultation with the student's supervisor and the museum's antiquarian. The supervisor submits the request and is responsible for ensuring that the above conditions are met.

The borrower for loans is the organization where the research is conducted and the unit manager or equivalent is responsible for the loan. In the case of students or postgraduate students, the supervisor should be responsible for the loan. Loans are not granted to individual researchers who are not connected to a unit that can be responsible for the artifacts.

Sampling

Sampling can be performed after approval by Ålands Museum and a permit has been granted and signed. It is the antiquarian responsible for the collection who assesses which analysis methods may be used and which material may be analysed. All costs related to analyses, transport and insurance are covered by the borrower.

For research that requires sampling, ÅM primarily prefers the sampling to be carried out on site at the museum. If the implementation of the research is deemed impossible by the applicant and the museum, a temporary external loan can be granted and then to a unit that can present approved requirements for

storage and security in accordance with ÅM's directive. Sampling should be carried out in consultation with the museum's staff in accordance with given directives. The directives may vary from case to case depending on the type of research to be carried out. Objects from the collections are produced in consultation with ÅM's staff.

Just as loans, sampling is free of charge. However, a written report of the results must always be sent to ÅM after the analysis has been completed - no later than within 5 years after the first permit has been granted. References to appendices in reports or publications are not approved. A copy of the final report, paper, dissertation or other publication must be sent to Ålands Museum.

Applications for visits, loans, and sampling can be made digitally via our e-application. The application is only available in Swedish.

Exhibition loan

Loans of artifacts for external exhibition can be granted where an institution is behind the loan. The loan is granted for a maximum of 5 years, but with the possibility of extension. The request must include information such as purpose, loan period and security in the room where the loan is stored. The borrower pays all costs, is responsible for the correct customs permits, insurance and the like. Assessment of the artifact's condition and documentation is done by Ålands Museum before delivery.