

**MUSEUM OF OSTEOPATHIC HISTORY<sup>(SM)</sup>**  
**International Center for Osteopathic History**  
**A.T. Still University**  
**800 West Jefferson, Kirksville, MO 63501**

**Request for Use of ICOH Reading Room Outside of Regular Business Hours**

Name \_\_\_\_\_ Dr. ( ) Mr. ( ) Mrs. ( ) Ms. ( )

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone ( ) \_\_\_\_\_ Work phone ( ) \_\_\_\_\_ Cell phone ( ) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Other contact information (e.g., hotel, family member, etc.) in case we need to reach you before you arrive:

\_\_\_\_\_

\_\_\_\_\_

I hereby request that the International Center for Osteopathic History (ICOH) Reading Room be made available outside of regular hours for research purposes, under supervision of a Museum collections staff member.

**Date(s) Requested**

**Approximate Times**

I have read and agree to the conditions set forth in the policy on the reverse of this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Museum Use Only**

Staff member providing coverage \_\_\_\_\_

Date \_\_\_\_\_ Arr. \_\_\_\_\_ Lv. \_\_\_\_\_ Arr. \_\_\_\_\_ Lv. \_\_\_\_\_

Date \_\_\_\_\_ Arr. \_\_\_\_\_ Lv. \_\_\_\_\_ Arr. \_\_\_\_\_ Lv. \_\_\_\_\_

Date \_\_\_\_\_ Arr. \_\_\_\_\_ Lv. \_\_\_\_\_ Arr. \_\_\_\_\_ Lv. \_\_\_\_\_

Date \_\_\_\_\_ Arr. \_\_\_\_\_ Lv. \_\_\_\_\_ Arr. \_\_\_\_\_ Lv. \_\_\_\_\_

Total charges \_\_\_\_\_ Date invoice mailed \_\_\_\_\_ Sent to Controller \_\_\_\_\_

**MUSEUM OF OSTEOPATHIC HISTORY,<sup>(SM)</sup>**  
**800 West Jefferson, Kirksville, MO 63501**

**Policy for Use of ICOH Reading Room Outside of Regular Business Hours**

The ICOH Reading Room is usually open on Tuesday and Thursday afternoons from 3:00 to 5:00. Researchers are also welcome on other weekdays (8:30-4:30) by prior arrangement. The Reading Room is closed on major holidays and other times when ATSU/KCOM offices are closed, and for occasional special Museum events.

Researchers who live more than 200 miles from Kirksville may submit a request to work in the ICOH at times when the Reading Room would otherwise be closed. Requests will be granted depending on the availability and willingness of a Museum collections staff member to work overtime in order to assist the researcher. (Such arrangements are entirely voluntary on the part of the Museum staff.)

The following conditions will apply to all requests for overtime assistance:

1. Researchers will be charged \$20.00 per hour (rounded up to the next half-hour) for after-hours work.\* This charge is the responsibility of the researcher with whom the arrangements are made and not his/her employer, publisher, organization, etc. Invoices will be mailed to researchers upon completion of each period of work in the ICOH, with payment by personal check, cash, or credit card due upon receipt.
2. Arrangements must be made directly with the Curator. A minimum of two weeks notice is recommended. Initial arrangements may be made by telephone but must be confirmed by means of a signed Request for Use of ICOH Reading Room form.

Debra Loguda-Summers, Curator  
Museum of Osteopathic Medicine,<sup>(SM)</sup>  
A.T. Still University  
800 West Jefferson, Kirksville, MO 63501  
Tel. 660-626-2359 E-mail: [museum@atsu.edu](mailto:museum@atsu.edu)  
Fax 660-626-2984

3. Notice of cancellation must be given at least one week prior to the planned visit. If timely notice is not given, the researcher will be charged for a half day (\$80.00). In cases of emergency, the researcher may request a waiver of this fee; such requests must be made in writing to the Museum (not the ATSU Controller) within two weeks after the invoice date.
4. In case of staff emergency, the Museum will make every effort to accommodate the researcher's needs by having another staff member available. However, as collections assistance is a specialized area requiring knowledge of the Museum collections and reference resources, it may be in the researcher's interests to reschedule his/her visit if possible. The Museum will contact the researcher as soon as possible to discuss options.

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\* The staff member's time will be calculated—and charges accrued—from the scheduled starting time, whether or not the researcher has actually arrived.

