REQUEST TO CONDUCT ON SITE COLLECTIONS RESEARCH

RESEARCHER:
Name__________________________________________________________
Address______________________________________________________________________________________________
Phone________________ E-mail___________________________________________________________
Institution_________________________________________ Title_______________________________________________________

SCHEDULING AND CONTENT:
Dates of proposed visit________________________________________

Purpose of research:
☐ article ☐ book ☐ exhibit ☐ class project ☐ thesis or dissertation
☐ genealogical research ☐ traditional arts/crafts research ☐ other, please explain__________

Will your research be used for commercial purposes (e.g. a book)? ________________________________
Do you intend to try to publish the results of this research? ________________________________
Topic to be researched________________________________________
Collections to be used__________________________________________________________________________

EQUIPMENT NEEDS: Do you wish to -
☐ consult catalogs, field notes, archives ☐ draw artifacts
☐ view slides or photographic prints ☐ take measurements
☐ listen to / view recordings ☐ take photographs
☐ make photocopies or scan material (there is a fee for photocopies and scanning)
☐ other, please explain________________________________________

GUIDELINES:
1. Research may be conducted at the Museum between 9:00am and 5:00pm Monday through Saturday by appointment, only as staffing allows.
2. Authorized researchers may access the museum’s collections room and laboratory under supervision only. Research will be monitored by museum staff and video surveillance.
3. The researcher agrees to review a copy the museum’s Artifact Handling Guidelines upon arrival to the museum and agrees to follow such Guidelines. Not all objects may be handled by the researcher.
4. The researcher understands that many collections are on loan to the Alutiiq Museum, and additional permission to study, photograph, or use the results of research or the photographs or duplications made of collections may require additional permission in advance. Obtaining such permission will be the responsibility of the researcher.
5. The researcher will provide his / her own supplies, e.g. pencil, paper, camera, computer, etc.
6. Researchers may access the museum’s library, but materials do not circulate – they cannot be checked out. For a fee, photocopies may be made of library materials whose duplication is not restricted.

7. Some collections may not be photographed or duplicated (scanned, photocopied, etc.). For example, the use of some photographs may be restricted or limited by copyright. Researchers using photographs for publication should familiarize themselves with the subject and restrictions of copyright (literary property rights) and libel. If you would like to duplicate or photograph any materials you must complete an Image Use Request form, receive permission for your request from the curator or registrar in advance, and arrange to pay any duplication fees or shipping fees in advance. Some duplication projects may have to be completed by staff at a later date and shipped to you. For additional restrictions and guidelines please consult the Image Reproduction and Publication Fees and Conditions form.

8. The researcher will inform the Museum if results from their research is to be published, and provide the Museum with one courtesy copy of any materials which are derived in part or whole from the research conducted at the museum, including, but not limited to any materials which are produced in fulfillment of educational requirements, which are published for commercial purposes, or which are distributed, whether for profit or for non-profit purposes through broadcast, computer-digitized or print media. If applicable, the researcher shall also furnish the Owner(s) of the Collection(s) one copy of the publication without charge.

Likewise, all test results, including raw data in the form of graphs, computer printouts, etc., pertaining to the listed objects will be provided to the museum and, if applicable, the owner of the collections, without charge. If possible, these results should be in both paper and electronic form. Analytical outcomes should include not only the raw results but also details regarding the specific methodologies and instrumentation employed.

7. The researcher will formally credit the “Alutiiq Museum & Archaeological Repository” in all written reports or advertisements, which are published for commercial purposes, or which are distributed, whether for profit or for non-profit purposes through broadcast, computer-digitized or print media. For example, Analytical outcomes should include not only the raw results but also details regarding the specific methodologies and instrumentation employed.

8. Researchers must agree not to place any materials copied for or by him/her at the Alutiiq Museum in any other library, archives, or manuscripts repository without written permission from the Alutiiq Museum.

9. Researchers who fail to meet the requirements of this agreement may be barred from future access to Alutiiq Museum collections, and failure to adhere to these conditions may subject the applicant to a claim of copyright infringement.

**ATTACHMENTS:**
Please attach a separate sheet describing:
1. The specific purpose of your research and your expected work schedule;
2. The level of examination, which will be involved in this research (e.g. will you need to take measurements with a caliper, use a copy stand for photographs, use a light table, employ destructive methods of analysis, photocopy archival materials);
3. Any special needs you will have in terms of research space (e.g. will you be bringing a portable computer, light source for illustrations or photographs, etc.);
4. A current resume or curriculum vitae.

Prospective Researcher ______________________________ Date submitted __________

Museum Curator / Registrar ______________________________ Date approved __________