GUIDELINES FOR RESEARCHING PHOTOGRAPHS

Welcome to the Alutiiq Museum & Archaeological Repository. In support of our mission to preserve and share Alutiiq heritage, the museum maintains an archive of photographic images. These include photographs, slides, negatives, video tape real to real film, and digital images. These images illustrate archaeological excavations, artifacts, and Alutiiq ethnographic specimens in museums around the world. The collection also contains historic and contemporary images of the Alutiiq people, their communities, and the Kodiak environment. We encourage you to use this photograph collection, and our curatorial staff will be happy to assist you with your project. Due to the unique and valuable nature of our photographic collections, we ask that you follow the guidelines outline below:

ACCESS, HANDLING & CIRCULATION:

1. Please make an appointment with the museum’s Curator. Researchers without appointments cannot always be served due to the museum’s busy schedule.

2. Before accessing any museum material you will be asked to check your belongs (coat, bag, etc.) You may use paper and pencils to take notes while you work.

3. Photographic materials do not circulate and cannot be checked out. If you would like to duplicate a photo, you must complete a Photo Use Request Form, receive permission for your request from the curator, and arrange to pay any duplication fees. Then the museum will then complete the duplication and arrange to forward the images to you.

4. Please handle all photographic materials with care. Items must not be marked, folded, leaned upon, paper clipped, written on, or refilled. Work with some collections may require the use of cotton gloves, which the museum will provide. The museum staff will return all materials to the collection when you have finished your research.

RESTRICTED USE AND COPYRIGHT:

5. The use of some photographs may be restricted or limited by copyright. Please consult the Curator if you are planning to order an image for publication. Researchers using photographs for publication should familiarize themselves with the subject and restrictions of copyright (literary property rights) and libel. Transfer of copyright by a donor(s) encompasses only those items to which he/she/they have legal title.

6. Researchers using photographs for papers, dissertations and publications, must credit Alutiiq Museum in a caption or citation, as the source repository. The citation or caption must include the item’s accession number and / or collection name.

7. 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.

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PLEASE SIGN ON REVERSE

My signature is my assurance that I agree to abide by the above guidelines.

Name (please print): _____________________________________________

Title and Institution (if applicable): ________________________________

Tel. No.: _______________ E-mail: _________________________________

Address: ______________________________________________________

Topic(s) of research: ____________________________________________

______________________________________________________________

Signature: ___________________________________ Date: ____________

The original copy of this form will be filed by the museum. A photocopy will be given to the researcher.