

Glenn A. Black Laboratory of Archaeology

Researcher Information and Registration

Due to the very specialized nature of the archived materials at the Glenn A. Black Laboratory of Archaeology and our responsibility to preserve and maintain these unique materials, you will find that the policies regarding the use of our library and collections, while similar to those of other archival repositories, do differ from those of public institutions. Our library policies have been established to help us make archival materials available to current researchers, while preserving the documents that have been entrusted to our care for the use of future researchers. Please read this document in its entirety and bring a signed copy with you when you come to the Glenn A. Black Laboratory to begin your research. If you have any questions about your visit or about our library policy, please do not hesitate to call our office (812-855-9544).

Access to GBL Library and Archival Materials

Unlimited access to the GBL library and archival collections is restricted to Indiana University faculty, research ranks, graduate assistants, and Prehistory Research Fellows who have formal appointments with the Glenn A. Black Laboratory of Archaeology, Indiana University administrators to whom the Director of the GBL reports, and others who have been authorized by the Director of the GBL to assist in the ongoing research conducted by the GBL. This authorization will be made in writing by the Director, and scholars granted unlimited access will be required to comply with all existing library and archive policies and procedures.

Other scholars and researchers may apply for limited access to the GBL collections and materials to support research that serves a scholarly or educational function, or which assists in compliance with federal and state preservation regulations. Requests for materials that are available through the Indiana University Graduate Library System will generally not be granted. All requests for access, including the use of library materials, site survey files, collections, maps, correspondence files, microfilm, and other archived materials will be made in writing to the Director of the Glenn A. Black Laboratory. Requests should include a cover letter that fully explains the intended use of the requested materials, the affiliation of the applicant, and the period of time during which access is being sought. This cover letter, along with a completed Visiting Scholar Research Form, should be submitted to the Director of the GBL for decision at least seven days in advance of your planned visit.

The Great Lakes Ethnohistory Archive is available to all qualified researchers upon application to the Director of the GBL, following the procedure outlined above. We recognize that this is a unique and valuable resource for researchers from many disciplines who are engaged in a wide variety of worthwhile projects, and our staff will make every effort to facilitate the use of these materials.

Planning Your Visit to the Glenn A. Black Laboratory of Archaeology

Once you have received written permission for library access from the Director (either by postal or electronic mail), we advise that you call our office to schedule your visit. The GBL library is open and available to researchers from 9:00am until 12:00pm and 1:00pm until 5:00pm Monday through Friday when Indiana University is in session.

Metered parking is available for our visitors in the McCalla School parking lot, located at the corner of Indiana Avenue and 10th Street. The GBL is located at the corner of 9th and Fess Streets, one block southeast of this parking lot. Our handicapped entrance is accessible from our main doors at 423 N. Fess Avenue.

Using the Library and Archive

Upon your arrival at the Glenn A. Black Laboratory, please stop at our office in room 102 on the main floor of the laboratory. We will collect your information forms, make a photocopy of your picture ID for security purposes, and arrange for a study area that you may use while you are visiting us. A consultation with the archivist will often make your visit more productive and we encourage you to come with a list of resources you wish to use so that we can help you locate materials.

Electrical outlets are available should you wish to bring a laptop computer to aid you in your research. Scanners, cameras of any kind, and portable photocopy machines are not permitted in the collections without prior approval from the Director.

Please treat library and archive materials gently; many of our materials are fragile and unique. We are always available to assist you in properly handling materials and to help locate materials in our collections!

- Please do not keep food or beverages on the library tables with research materials.
- Use **only pencil** to take notes.
- Do not lay items on top of library materials. Padded weights are available to hold books open, when necessary. Keep manuscript and visual materials flat on the table and in their folders. **Please turn pages carefully!**
- Take special care to maintain all materials in the original order, exactly as received.
- Please do not reshelve materials.
- Ensure that your hands and note taking supplies are clean and dry before you begin handling library materials.

No records or materials of any kind from any collection held by the Glenn A. Black Laboratory may be removed from the building for any reason without prior, written approval from the Director.

Material and data in the GBL collections may be used for purposes of private research and scholarship only. Materials that will be used for commercial purposes (such as

environmental reviews and other historic preservation activities as required by law and regulation) or that will be used in the completion of grant supported projects (such as DHPA survey grants) will be supplied in the form of a written report on a contract basis. Please contact the Office of Cultural Resource Management (812-855-0656) to discuss your needs.

Photocopying Policy

While some of the materials in the library and archive collections of the Glenn A. Black Laboratory can be photocopied, many others cannot. We will not be able to photocopy materials which, in the judgment of our professional staff, may be damaged by the photocopying process. We cannot reproduce materials which have restrictions placed upon them, or if we feel that the photocopy request would violate copyright law.

- All photocopying is done for researchers by GBL staff. Requests for copies will be evaluated and filled as quickly as possible, within the limitations imposed by copy machine and staff availability.
- A per page fee will be assessed for photocopies to cover the Laboratory's costs for providing this service.
- The GBL reserves the right to refuse a request for copies if, in the opinion of the professional staff, filling the request would risk damage to the material being copied.
- For manuscript materials, copying is limited to 50 exposures per large collection. No more than one-third of smaller collections will be photocopied. For printed items, no more than one photocopy of the materials will be made. If the condition of the material is not an issue, items will be photocopied according to "fair use" provisions of the U.S. Copyright Law (Title 17, U.S. Code).
- All copies are made with the understanding that they will be used for private study, scholarship, or research purposes only. No materials for which the GBL holds copyright may be published or reproduced in any fashion without written permission.

Copyright Restrictions

The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted materials. Under the provisions of this law, the GBL is authorized to photocopy materials for researchers under the condition that these reproductions is not to be used for any purpose other than those specified as "fair use" – private study, scholarship, or research. If a researcher makes a request for reproductions, or later uses those reproductions, for purposes other than those deemed to be "fair use", that researcher is in violation of copyright law. The Glenn A. Black Laboratory of Archaeology reserves the right to refuse a request to reproduce materials from any of our collections if, in the professional opinion of our staff, filling the request would violate copyright law.

Citations and Permission to Publish

Permission to quote sources obtained from materials in the Glenn A. Black Laboratory of Archaeology collections is granted by the Director of the GBL provided that:

- Written permission is obtained from the copyright owner, if the copyright is not held by the Glenn A. Black Laboratory of Archaeology.
- That the writer/researcher assumes complete legal responsibility for any infringement of copyright that might occur from the use or publication of this material.
- That full credit is given to the GBL as the source of the material. The credit line should read: “ (Indicate name) Collection, Glenn A. Black Laboratory of Archaeology”.
- That a copy of any publication or product that results from research conducted at the GBL be given to the GBL library.
- That the completed project meets the commonly accepted standards of scholarship.

Acceptance of Terms

I acknowledge that I have read the above Researcher Information materials, that I have obtained permission from the Director of the Glenn A. Black Laboratory of Archaeology to pursue research in the GBL collections, and that I will furnish the GBL with a completed Visiting Scholar information sheet. I further agree to abide by the rules and restrictions outlined in this document and to inform the GBL if any change in my research plan should occur.

Signature

Date

Glenn A. Black Laboratory of Archaeology
Visiting Scholar Research Information

Name:

Date:

Title or academic position currently held:

Institutional affiliation:

Address:

Daytime phone:

Please briefly describe your planned research:

Estimate the period of time necessary to complete your research at the Glenn A. Black Laboratory:

If this is sponsored research, please provide the name and address of the funding agency, contract firm, or organization:

Will information obtained during the course of your research be used for publication in any form or be included in a research report? If so, please provide the title or project name:

Please list the collections or materials that you are requesting for study. Note if you anticipate photocopying requests for any of these materials:

