# Collections Access, Research Request, and Use Agreement

**Collection/Accession/Receipt Number (GBL Use only):**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>Email:</td>
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**IU Student/Faculty? Y/N**

Department & Advisor:

Affiliation (if not IU):

Address:

City: State: Zip:

**Request Access Period From:**

To:

**Purpose of Work (attach extra sheets as needed):**

**Description of Collection Material to be Accessed (be as specific as possible):**

**Equipment Needed (select all that apply):**

- Computer access
- Wifi
- Scanner
- Photo Stand/Box
- Microscope
- Desk space
- Other

The above Collection (artifacts, records, etc.) will be available within the confines of the Glenn Black Laboratory for scientific research to the above listed person(s), partnership, company, association, or corporation (hereinafter referred to as “Researcher”) for the length of time and purpose specified above and under the conditions numerated herein.

1) Researcher agrees to abide by the guidelines for access as set out below. These conditions may be modified only in writing and with the approval of the Laboratory Director. Prior to arrival, the Researcher will immediately acknowledge conditions and requirements of access by signing and returning a copy of this agreement. A copy is to be retained by the Researcher.

2) Once at the Glenn Black Lab, the Researcher will begin the “On-Site Collections Research Access and Use Form” (below). The Researcher will exercise due care in the custody, handling, transport, unpacking and repacking of the Collection materials.

3) On completion of research, the Collection materials must be repacked in the same manner as received and within the same boxes, pads, and packing materials.

4) Changes in identification and/or condition concerns of any of the parts of the Collection materials must be reported to the Laboratory Director. Submit the completed “On-Site Collections Form” before you leave.

5) The Collection Owner and the Glenn Black Laboratory of Archaeology/Trustees of Indiana University must be credited in all publications, reports, or exhibitions associated with the Collection materials. The recommended citation is: “[item] [Name of Collection] [Collection#/Catalog#], Courtesy of Glenn Black Laboratory of Archaeology and the Trustees of Indiana University”.

6) Please note that permission to examine collections is not permission to published copyrighted data. If you wish to publish GBL images, original documents, or copyrighted information, a separate Image Use Agreement must be completed. There may be an associated fee.

7) The GBL must receive one (1) hard copy and one (1) electronic copy of any data, reports, publications, and photographic imagery resulting from research use of the Collection.

The Researcher acknowledges that he/she has full authority to execute this agreement, which he/she has read and understands the conditions of access as outlined on the front and back of this form and any attached documents.

**SIGNATURE ____________________________________  DATE:_________________________**

**(GBL Use Only) Approved by:____________________  Date:_________________________**
Collections Access, Research Request, and Use Agreement

General Guidelines:

- Access to the Laboratory and its collections by visiting or other outside researchers is by appointment. Appointments must be made at least 10 business days before the requested date to ensure adequate staff are available to assist in your work. GBL’s hours of operation are 9AM – 4:30PM.

- Use of GBL’s data shall be for purposes of research and shall not be for commercial purposes. If the data is to be used for commercial purposes, such as environmental reviews and other historic preservation activities required by law and regulations, they will be furnished in the form of a written report. Such a report will be prepared by a qualified member of the Laboratory staff, and the client will be charged the prevailing hourly rate for the time taken to prepare such report.

- Volumes, journals, or papers from the Glenn A. Black Laboratory Library or Archives will not be loaned to any individual or to any institution within or without Indiana University. Permission must be sought from to duplicate any materials held in the Laboratory library and archives. Generally such permission will be granted if copying will not damage the book or document and is not contrary to law. Please budget .05 cents per page for copies.

- No records or portions of the collection will be removed from the building without the prior written approval of the director.

- Rules for use of the materials at Glenn Black Laboratory:
  
  o Bags, briefcases, coats, etc. must be kept in secured locations away from the collections: lockers and other storage spaces will be made available.
  o No food or drinks in the collections; smoking is not permitted
  o Only pencils should be used near archival materials; IdentIPens may be used to label archaeological bags
  o All materials must be used with great care. Archaeological materials should be carried with both hands and placed on stable surfaces. Archival materials should not be written on, folded, or used in any way that will damage them. Photos, negatives, and some archival materials will require the use of gloves for handling
On-Site Collections Research Access Request and Use Form

*To be completed by Researcher during visit

Description of Collection Materials Accessed (Documentation/Site Name/Catalog Number/Objects).

Please Note any concerns about the Collection or any of its components.

Briefly summarize the results of this collections research.

Was the visit helpful to the Researcher? YES NO
Explain.

Identify what documentation (i.e., data, reports, publications, or photographic imagery) will be produced and when these will be submitted.

(GBL Use Only) To be completed by the Laboratory Director or Curator of Collections.
Identify any notes or changes made to the collection as a result of this research.

Have two copies of documentation (i.e., data, reports, publications, and photographic imagery resulting from research) been submitted (if available)?

All work has been completed for this Access Agreement.

SIGNATURE OF LABORATORY DIRECTOR / COORDINATOR    DATE