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**GLENN A. BLACK  
LABORATORY OF ARCHAEOLOGY**  
INDIANA UNIVERSITY  
Bloomington

***Research Request – Use Agreement***

Please direct all collections access and research requests to [gbl@indiana.edu](mailto:gbl@indiana.edu).  
Phone: 812-855-9544 | Mail: 423 N Fess Avenue, Bloomington, IN 47408

**Requests will take approximately two weeks to process.**

**Date Requested** \_\_\_\_\_

**Date Required** \_\_\_\_\_

**Name** \_\_\_\_\_

**Affiliation** \_\_\_\_\_

**Email** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

\_\_\_\_\_

**1. Materials requested:** Specify the GBL Object or Archive materials including catalog numbers or collection when applicable and/or give a detailed description to provide as much information as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Purpose of Work:** Provide a detailed description of how the GBL object or document will be used. Attach additional pages as necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Equipment Needed:**

Computer access \_\_\_\_\_ Desk space \_\_\_\_\_ Light \_\_\_\_\_ Microscope \_\_\_\_\_

Photo Box \_\_\_\_\_ Scanner \_\_\_\_\_ Other \_\_\_\_\_

**Credit**

All images must be identified as specified by GBL, including the phrase **“Courtesy of the Glenn A. Black Laboratory of Archaeology and the Trustees of Indiana University.”** When known, the catalog ID, collection, photographer, and archival or object number must also be acknowledged.



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**General Guidelines:**

- Access to the Laboratory, Library, and Archival collections by researchers is by appointment only. Appointments must be made at least 10 business days before the requested date. Operation hours are 9:00am-4:30pm Monday-Friday, excluding major holidays.
- Use of materials, including archaeological data, shall be for research purposes and not commercial reasons.
- Collections are non-circulating and may not be removed from the building without prior written approval of the director
- Duplication services may be sought by the researcher and granted if copying, scanning, or photographing will not damage the object and does not contradict law. Fees may be with these services.
- The Glenn A. Black Laboratory of Archaeology must receive one hard copy and one electronic copy of any data, reports, publications, and photographic imagery resulting from research use of the collections.
- Tobacco, food, or beverages are not permitted.

**Guidelines for Use of Materials:**

- Bags, briefcases, coats, etc. must be kept in a secured location away from the collections: lockers or other storage spaces will be made available for the researcher.
- Laptops computers may be used in research areas.
- Only pencils should be used near materials; IdentiPens may be used to label archaeological bags.
- Researchers are asked to handle materials with clean hands; photographs, negatives, and metal objects will require gloves for handling.

**Image Permissions:**

- The use of digital cameras and smart phones without flash is allowed with permission of the curator.
- Any photographs or illustrations may be used for research purposes (including public presentations with credit) and are not eligible for further reproduction, distribution, exhibition, or publication, which includes all forms of social media.

**Agreement**

*The Researcher acknowledges that he/she/they has full authority to execute this agreement, which he/she/they has read and understands the conditions of access as outlined by this form.*

**Researcher signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPLICATION APPROVAL**

This application is approved as per the use and terms outlined in the agreement.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

Please retain one copy of this form for your records. Return one copy to:  
**Glenn A. Black Laboratory of Archaeology**  
**423 N. Fess Avenue, Bloomington, IN**  
**United States**

**Phone:** 812-855-9544  
**Fax:** 812-855-1864  
**Email:** gbl@indiana.edu