



THE UNIVERSITY OF CHICAGO

**INSTITUTE FOR THE STUDY OF
ANCIENT CULTURES MUSEUM**
West Asia & North Africa

**Institute for the Study of Ancient Cultures Museum
Archives Research Request Form**

The Institute for the Study of Ancient Cultures encourages the use of its archives for research purposes. To request a research visit, please complete the following form and submit to Anne Flannery, Archivist, by email (asflanne@uchicago.edu). Requests must be submitted at least **four (4) weeks** in advanced of the desired dates for a research visit that involves access to the collections.

Name: _____

Institutional Affiliation: _____

Address: _____

Phone: _____ Email: _____

Preferred Dates for Research Visit: _____

Project: _____

Requested Archival Collections for Research: _____

Your signature below indicates that you have read and agreed to abide by the terms and provisions of the attached Researcher Guidelines for use of materials in the Archives of the Institute for the Study of Ancient Cultures of the University of Chicago:

Signature: _____ Date: _____

Authorized for the Institute for the Study of Ancient Cultures of the University of Chicago by:

Name: _____

Signature: _____

Date: _____



Institute for the Study of Ancient Cultures Museum Archives Researcher Guidelines

1. The Archives of the Institute for the Study of Ancient Cultures of the University of Chicago is under the direct authority of the Archivist. Researchers should apply for permission to examine materials in the Archives at least one month in advance, and an appointment must be scheduled with the Archivist. Access to the holdings of the Archives is subject to restrictions which have been placed on certain materials. Permission to examine certain record groups, or parts of record groups, may be denied, although every reasonable effort will be made to permit access by qualified researchers who apply for permission to consult unrestricted materials in the Archives.
2. Researchers must register with the Archivist by filling out the Archives of the Institute for the Study of Ancient Cultures Research Request Form. Researchers must read the Researcher's Guidelines for the use of materials in the Archives and agree to abide by the terms and provisions of the Researcher's Guidelines by signing the Archives of the Institute for the Study of Ancient Cultures Research Request Form before access to any Archival materials will be permitted. Researchers may be required to furnish satisfactory identification to the Archivist.

3. Researchers agree to abide by the following rules when accessing Archival materials:

- Archival materials may be examined only in areas designated by the Archivist for such use.
- Under no circumstances may Archival materials be removed from the Institute for the Study of Ancient Cultures building by a researcher.
- No smoking, eating, or drinking is permitted while using Archival materials.
- Notes may be taken in soft pencil only. Note paper must be placed directly on the writing surface provided, and not on any Archival materials which are being examined. Fountain pens, ball-point pens, marking pens, and other writing implements are prohibited.
- Briefcases, notebooks, purses, cameras, coats, and other extraneous paraphernalia must be kept away from Archival materials and stored or placed in an area designated by the Archivist for that purpose.
- The Researcher may not bring guests in the Archives or office(s) without prior permission. Authorized guests are the responsibility of the researcher and are subject to the same terms and provisions of the Researcher's Guidelines agreed upon by the researcher.

Failure to abide by the terms and provisions of the Researcher Guidelines may result in the termination of the researcher's access to Archives of the Institute for the Study of Ancient Cultures of the University of Chicago.

4. Copying of materials in the Archives is subject to the following conditions:

- Photography by the researcher FOR RESEARCH PURPOSES ONLY is possible with permission of the Archivist.
- Researchers are responsible for supplying their own equipment (i.e., cameras, etc).
- Photocopying and scanning may be done only by the staff of the Archives of the Institute for the Study of Ancient Cultures.
- All costs must be paid by the researcher before copies will be turned over to the researcher. Costs will be quoted upon request.
- Costs which are incurred by the Archives of the Institute for the Study of Ancient Cultures for



any type of copying of Archival materials, including documents, plans, drawings, photographs, etc., are the responsibility of the researcher, and all intermediate materials generated by the copying process, such as negatives, become the property of the Archives of the Institute for the Study of Ancient Cultures.

- Duplication may be refused or deferred at the discretion of the Archivist.
 - The researcher agrees that copies of materials in the Archives of the Institute for the Study of Ancient Cultures of the University of Chicago will not be re-duplicated, nor will they be deposited elsewhere without the prior written permission of the Archivist, subject to conditions stipulated by the terms of the permission
5. The researcher agrees to credit the Archives of the Institute for the Study of Ancient Cultures of the University of Chicago in any written material, whether published or not, when objects in the Archives of the Institute for the Study of Ancient Cultures of the University of Chicago has been consulted as a source of information. In cases of published material, the researcher agrees to notify the Archivist of the appearance of the publication.
 6. Written permission to publish any document, photograph, record, or portion thereof, from the Archives of the Institute for the Study of Ancient Cultures of the University of Chicago must be requested in writing from the Archivist and obtained prior to publication. Theses and dissertations are subject to the permission procedure and requirement, although they are generally considered to be in a separate category from publications. In granting permission to publish materials from its Archives of the Institute for the Study of Ancient Cultures of the University of Chicago does not forfeit its own right to publish the same material or to permit others to publish it. Exclusive first-rights to examine or to publish previously unpublished materials in Archives of the Institute for the Study of Ancient Cultures of the University of Chicago may be granted to designated researchers at the discretion of the authorities of the Institute for the Study of Ancient Cultures of the University of Chicago, who reserve the right to re-assign those first-rights when publication deadlines or other stipulated terms have not been met.
 7. When permission to publish material from the Archives of the Institute for the Study of Ancient Cultures of the University of Chicago has been granted, the researcher agrees to credit the Archives of the Institute for the Study of Ancient Cultures of the University of Chicago. Failure to credit the Archives of the Institute for the Study of Ancient Cultures of the University of Chicago may result in the pursuit of such remedies, legal and otherwise, which are available to the Institute. In this connection, the researcher should note that Title 17 of the United States Code, which pertains to Copyright Law, was revised in 1978. Under certain circumstances, the owners of unpublished manuscript and other materials may be protected from copyright infringement. The researcher is advised that the publication of unpublished materials without the express permission of the owner(s) may constitute violation of the Copyright Laws of the United States of America, and the copyright laws of such other countries as may participate in international copyright agreements.
 8. The researcher agrees, as a courtesy in return for permission to publish materials in the Archives of the Institute for the Study of Ancient Cultures of the University of Chicago to inform the Archivist in writing when a publication which cites or is based upon materials in the Archives of the Institute for the Study of Ancient Cultures of the University of Chicago appears in print. The researcher agrees to give a complimentary copy of the publication(s) to the Archives/Library of the Institute for the Study of Ancient Cultures of the University of Chicago, except in those cases when to do so would result in a clear financial hardship for the researcher.