

## Research Registration Form

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Researcher Affiliation \_\_\_\_\_

Subject of Research \_\_\_\_\_

Intended Use of Research \_\_\_\_\_

### Guidelines for Research

- Researchers must be accompanied by Menil staff while in non-public museum spaces, including traveling to and from the Archives research room.
- All users are required to fill out the Archives Research Registration Form.
- Archives materials do not circulate, all personal belongings are subject to inspection before entering and leaving the Archives.
- All coats, hats, briefcases, bags, backpacks, and purses must be set aside while research is conducted.
- No food or drinks are allowed in the Archives. A kitchen area and water cooler are available if needed.
- Pencils only may be used for note-taking. Pencils are provided if needed.
- Laptops are permitted for note-taking.

### Handling and Duplication of Archival Materials

- Handle materials with the utmost care with clean, dry hands.
- Review one folder at a time from the document box, keeping the folder flat on the table while in use. Please keep records in order within folders, and keep folders in order within boxes. Do not rearrange, write on, erase, or damage documents in any way.
- Use cotton gloves, provided by Archives, when handling photographs and negatives.
- Ask Archives staff for assistance when handling fragile, oversize, or damaged materials.
- Archives staff will demonstrate how to flag material for duplication. All photocopying and digital duplication is done by staff. Duplication of some collection material is restricted.
- Digital photography, without flash, of collection material is permitted for research purposes only.
  - *By signing this form, the researcher is agreeing to abide by the regulations of U.S. copyright law (U.S. Code, Title 17). Any violations of the copyright law are the responsibility of the researcher and not the responsibility of the Menil Archives.*
- Ask Archives staff for additional information on duplication services and permission to publish procedures.

*By signing below, I acknowledge I have read, understand, and agree to observe the above guidelines.*

Signature \_\_\_\_\_ Date \_\_\_\_\_