

## SIL International Language and Culture Archives, Pike Collection: Access Policies and Registration

The Archives will require proper identification of all its patrons and compliance with Archives procedures and regulations. Researchers are asked to read and sign this form prior to their first use of archival materials for any specific research project.

I understand the following rules governing the use of archival materials and agree to:

- leave personal belongings (including cases for laptop computers) except for note cards or paper in the place designated by the Archives supervisor. I understand that the Archives has a right to inspect all personal property brought into the Archives facility before I leave the facility.
- handle all materials as instructed and avoid marking, bending, tearing, misfiling or removing any materials. I will request and use only one folder of documents or set of microfiched materials at a time and return it to the supervisor before requesting another. I will use only pencil for taking notes (laptop computers may also be allowed, upon request).
- abide by the access restrictions placed on specific collections and sub-collections. I agree to report any confidential materials I find in unrestricted files and I take full responsibility for conforming to privacy, libel, and copyright laws which may be applicable to any materials.
- request permission to reproduce any materials (whether by photocopying, scanning or other reproduction means) and note all materials copied.
- make a separate request in writing for permission to publish in facsimile or by quotation any material obtained from the Archives.

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|----------------------------|----------------------|
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| Country:                   | Postal code:         |
| Local telephone:           | Permanent telephone: |
| Driver's License / ID no.: | ID type:             |
| Organization affiliation:  |                      |

Topic or nature of research project:

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