

**RESEARCH REQUEST FORM
MBLWHOI LIBRARY
MBL ARCHIVES**

Name: _____

Institution Status or Occupation: _____

Permanent Address: _____

Phone: _____ Email: _____

Anticipated Dates of Visit: _____

Description of Proposed Research: _____

Materials desired for examination, if known: _____

Anticipated Final Product of Research (i.e. article, book, dissertation, etc.): _____

Please attach additional sheets if necessary.

Regulations for Use of Archives

1. Permission to Examine. Permission to examine archival material may be granted to qualified researchers upon completion of the research request form. Such permissions are granted subject to the restrictions that may have been placed on the manuscripts by their donors or depositors, or by the limitations of Archive's space, staff, and resources.

2. Permission to publish. Permission to examine materials is not an authorization to publish them. Researchers who plan eventual publication of their work are urged to make inquiry concerning overall restrictions on publication before beginning their research. Authorization to publish is granted and any associated fees are negotiated through the MBLWHOI Library.

A. In giving permission to publish material, the MBL does not surrender its own right thereafter to publish the material or to grant permission to others to publish it; nor does MBL assume any responsibility for infringement of copyright or of publication rights in the material held by others.

B. Exclusive rights to examine or publish material will not be granted under any circumstance.

C. If permission to publish is granted, credits for photographs should include the name of the photographer, if available, and the phrase "Marine Biological Laboratory Archives".

D. A complimentary copy of all publications that rely heavily on the collections of the MBL Archives (except dissertations) shall be presented to the Archives as soon as the work is published.

3. Use of Materials. Only paper, pencils (no pens or markers), lap top computers, and other needed references or notes may be used in the research area. Archival materials, including photographs, must be handled with care. Materials should be placed flat on the desk. Researchers should not lean on, write on,

prop up, or fold materials and the existing order of all materials must be maintained. Surfaces of photographic prints should never be touched. Food and beverages are not permitted while handling materials.

4. Photoduplication. The Archives will only consider requests for the photoduplication of archival material when such duplication can be done without injury to the material. Photoduplication will only be done by Archival staff and the MBL Digital Processing Center. The charges for photocopying or scanning are determined by the Digital Processing Center. Photocopying will be completed as time allows and the Archives makes no guarantee that copying will be completed during the researcher's visit.

5. Research Assistance. Includes reference, mediated searching document retrieval, training, special needs. For Non-MBL affiliates: Minimum fee: \$30. Not for profit entity: \$60/hour. For profit entity: \$120/hour.

My signature is my assurance that I have read the rules governing the use of archival material and that I agree to abide by them:

Signature of Patron

Date

Approvals

Signature of Archivist

Date

For access to Restricted Collections, a written research proposal must accompany this form. Approval of this request is contingent upon the following signatures:

Signature of Library Director

Date

Signature of Office of Origin

Date
