

## **Registration form for access to materials in the Sterling and Francine Clark Art Institute Archives**

---

Permission to study archival material does not include the right to publish the contents. Separate written permission must be obtained from the Clark to publish reproductions of documents or substantial quotes from materials in the Archives.

Digital scans or photocopies are provided for a fee by the Archivist at her sole discretion. The researcher must fill out a request form. The Archivist will evaluate the request based on the condition of the materials and the quantity of items requested for copying. Photocopies may not be available immediately, but approved requests will be fulfilled within two business days.

Records are arranged, described, and stored according to generally accepted archival standards. Depending upon demand and potential research value, selected materials may be processed in greater or lesser detail.

Researchers may come in contact inadvertently with records that contain private or restricted information. The researcher agrees to notify the Archivist and agrees not to convey the information to anyone by any means.

Users are informed of the Clark's archival resources through collection guides mounted in CONTENTdm and in the Library's online public access catalog.

Regardless of whether the researcher is a Clark staff member or an outside researcher, all materials may be viewed only in an area designated by and under the supervision of the Archivist.

Personal belongings such as coats, bags, briefcases, purses, etc. must be placed away from the work station in an area approved by the Archivist. Researchers may only keep with them items approved for research, such as pencils, paper, and lap-top computers.

Researchers may have access to one box at a time. Researchers should look through one folder at a time, maintaining the received order of both the documents and the folders.

Improper handling and / or damage of archival material may result in the suspension of research privileges.

Hands must be washed before handling documents.

Marking, erasing, folding, tearing, placing adhesives (including Post-it notes) on, or otherwise altering any documents is unequivocally prohibited.

The use of pens, indelible pencils, cameras, scanners, or any unauthorized device is prohibited.

No food or drink is allowed.

---

I have read the policy above and agree to abide by its contents.

---

Signature

Date

---

Printed name

---

Affiliation