

Researcher Registration Form

The IVDM welcomes researchers to use its collections for research and publication provided that they have a stated research goal; appreciate the unique and delicate nature of the resources that they wish to use; and can conduct research in a responsible manner. All research requests **MUST** be submitted at least two (2) weeks in advance of the proposed dates for a visit that involves access to the IVDM's collections. Please notify the Museum at least 24 hours in advance to cancel or reschedule an appointment; dates and times for rescheduled visits are at the Museum's discretion. Missed appointments will require a new request.

All researchers **MUST** complete the registration information below, read the entire research policy, and sign them BEFORE they are allowed access to the collections.

REGISTRATION INFORMATION

Name: _____

Title: _____

Institution: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: home/work/cell _____

Email: _____

Purpose of Research: Theses/Dissertation Academic Publication

Non-Academic Publication Presentation

Other (please describe): _____

Nature of Research/Project Description:

Please provide a brief description of your research. Attach additional pages if necessary.

Outcomes

Briefly note anticipated outcomes (e.g. publications, research papers, presentations, etc). Please note that the IVDM requires one (1) copy of each paper, published or unpublished, referencing its collections or based upon research performed at the IVDM for inclusion in the Museum's library and records.

Costs

The IVDM does charge a small fee for research conducted in the collection. Researchers are responsible for supplying their own equipment (cameras, laptops, measuring devices, etc.). However, the use of any outside materials is subject to approval of Museum staff and may be discussed prior to the appointment.

Please refer to the IVDM Collection Research Fee Policy form to check our fees and expectations for assistance with your inquiries.

Permissions and Credits

Any public use of materials from the collections must be credited to "Imperial Valley Desert Museum."

Full credit for each photographic image obtained from the archives must appear in immediate proximity to the reproduction or in the section within the publication devoted to acknowledgements. An exact credit line for each image will be provided by IVDM archives staff.

The researcher agrees to inform the Museum staff if research is to be published. The researcher agrees to immediately provide the IVDM with one (1) copy of any materials produced that are derived in part or whole from research conducted at IVDM, including any materials that are produced in fulfillment of education requirements, or which are published for commercial purposes, through broadcast, computer-digitized, or print media. There are works for which the IVDM does not own the copyright. While the Museum staff will furnish as much information pertaining to copyright as is possible, it is the ultimate responsibility of the applicant to research outside copyrights. In the case of living artists/photographers, it is the responsibility of the applicant to obtain this permission. Access to research materials does not constitute permission to publish in excess of "fair use" according to the copyright laws of the United States.

Special Conditions

While the Museum staff makes every effort to accommodate research requests, circumstances such as time constraints, fragility of objects, cultural sensitivities, publication status, or inaccessibility may prevent access to some materials.

The researcher agrees to follow the policies and procedures of IVDM and accepts responsibility for any damages or penalties resulting from personal failure to do so. Patrons who fail to abide by these policies will be denied access to the collections. Theft or mutilation of items in the collections are crimes that will be prosecuted by the appropriate law enforcement agency, including local, state, and federal.

The undersigned acknowledges that s/he has read and agrees to abide by the Collection Use and Access Guidelines.

Researcher Signature

Date

WARNING CONCERNING COPYRIGHT LAW

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purposes other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use" that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. Please be advised that the publication or reproduction of any materials provided by the Imperial Valley Desert Museum is strictly prohibited without the express prior consent of the Imperial Valley Desert Museum.

VIOLATORS OF THE ABOVE LAW ARE SUBJECT TO PENALTIES

I have read and agree to abide by the rules for using the Imperial Valley Desert Museum collections and materials. I am aware that infringement of Museum policies may result in my being excluded from using Museum resources, not limited to the collections and archives.

I shall acknowledge the use of the Imperial Valley Desert Museum in any publication which may result from my research through correct citation of sources. I shall provide the Imperial Valley Desert Museum with a copy, free of charge, of any publication resulting from my use of the Museum collections and/or archives.

I acknowledge the above copyright warning, and agree to request permission from the Museum and any additional copyright holders when required by law.

Signature

Date

For Internal Use Only:

Archives Request via: Mail E-Mail Telephone Website
Materials Accessed (Accession Number/Collection Title):

Authorized By: _____ Date: _____

Research Procedures

1. All requests for research privileges and appointments must be made in advance so that museum staff may make arrangements, assemble collections, and schedule curatorial time. No researcher should assume that they can have immediate access to the collections without a scheduled appointment. Museum staff reserve the right to refuse research services or access. All researchers will be required to complete the registration form on the front of this sheet. The researcher will be required to provide identification that confirms a current permanent address which will be held by the museum staff while the researcher is in the building to ensure that the researcher checks out with the appropriate staff member before leaving.
2. While artifacts, photographs, documents and books may all be available to a researcher, the museum reserves the right to restrict research on any item in its collection and may, in some instances, require and check references before a researcher is given access to collections.
3. Materials may be used only in the assigned area and must be returned to staff members before the researcher leaves the museum.
4. Researchers must leave all coats, backpacks, briefcases, etc. in the designated area. The IVDM does not assume responsibility for these items. Museum staff may request the removal of potentially damaging jewelry and accessories from a researcher's attire before allowing access to materials.
5. Cameras and other scanning equipment may be used with prior arrangement and at the discretion of the archivist.
6. Researchers are allowed one file or box at a time.
7. All materials must be used flat on the table. Do not affix extraneous items such as Post-It notes onto materials. No books, papers, or other objects may be laid upon materials.
8. Note taking:
 - a. Notes must be taken using **PENCILS**. **NO PENS** of any kind are permitted in the archives lab.
 - b. **DO NOT LEAN ON** items or place paper or note pads on top of documents while taking notes.
9. All materials must be handled with great care. Researchers are responsible for materials until they are returned. Theft or mutilation of materials is a crime that will be prosecuted.
 - a. **DO NOT** attempt to make corrections, marks, or erasures on research material. If you notice damage, please call it to the attention of a staff member.
 - b. Researchers will be required to wear white cotton gloves when handling original manuscripts and photographs. Gloves will be provided.
 - c. The order of materials within folders, and of folders within boxes, **MUST** be preserved. Do not rearrange any materials. Call apparent irregularities to the attention of the staff.
10. The archives staff will re-file all materials.
11. No food or drink is allowed in the archives lab.

12. Photocopies:

- a. Only staff can make copies.
- b. Not all materials may be copied due to their condition or the copyright laws of the United States.
- c. **Copying fees:** Researchers can request photocopies of up to 30 pages of materials per day. Requests must be placed at least 60 minutes prior to closing or 30 minutes prior to researcher's departure.
 - i. First 15 pages free. \$0.15 per page after
 - ii. Limits: No over-sized or three dimensional items
 - iii. A \$5.00 handling fee, plus the actual cost of postage, will be added to the invoice of any offsite reference requests for photocopies
 - iv. Digital Scans: Low-Resolution (reference quality):
 1. First six (6) pages free. \$0.15 per page afterwards
 - v. High-Resolution (publication quality, 600 dpi):
 1. First two (2) pages free. \$0.25 per page afterwards
 2. Scans higher than 600 dpi may be performed upon request but are subject to additional fees. Maximum scan resolution is 2600 dpi, with a maximum fee of \$4.00 per page.
 - vi. If the requested material has already been scanned to the researcher's requested resolutions, no fees will be incurred for digital transactions.

13. Museum staff reserves the right to inspect all research materials and personal articles before a researcher leaves the premises.

I have read and agree to comply with all of the above-stated research rules and any special restrictions placed upon specific collections.

Signature

Date