

Oriental Institute Tablet Collection: Researcher Guidelines

1. Objects in the Tablet Collection of the Oriental Institute of the University of Chicago are under the direct authority of the Tablet Collection Curator. Researchers should apply for permission to examine materials in the collections using the OI Museum Registration Research Request Form at least 2 weeks in advance, and an appointment must be scheduled with the Tablet Collection Curator. Researchers may be required to furnish satisfactory credentials to the Tablet Collection Curator.
2. Access to the Tablet collection is subject to restrictions which have been placed on certain materials. Permission to examine certain record groups, or parts of record groups, may be denied, although every reasonable effort will be made to permit access by qualified researchers who apply for permission to consult unrestricted materials in the Tablet Collection.
3. Researchers agree to abide by the following rules when accessing the Tablet Collection:
 - Objects in the Tablet Collection may be examined only in the Tablet Room.
 - Under no circumstances may tablets be removed from the Oriental Institute building by a researcher.
 - No smoking, eating, or drinking is permitted while working with the tablets.
 - Access to the Tablet Room is normally granted from 9 am – 6 pm or by appointment.
 - The door of the Tablet Room must be locked at all times.

Failure to abide by the terms and provisions of the Researcher Guidelines may result in the termination of the researcher's access to the Tablet Collections of the Oriental Institute of the University of Chicago.

4. Documenting objects in the Museum Collections is subject to the following conditions:
 - Photographs, sketches, measurements, etc. by the researcher FOR RESEARCH PURPOSES ONLY is possible with permission of the Tablet Collection Curator.
 - Researchers are responsible for supplying their own equipment (i.e. cameras, etc). A stand, lights and a sand box for stabilization are available in the Tablet Room.
 - Digital copies of all photographs taken by the researcher must be supplied to the Tablet Collection Curator. Photographs may be selected for inclusion in the Oriental Institute collections database, as well as made available in the online version for non-commercial research purposes when of suitable quality.
5. The Researcher agrees to credit the Oriental Institute of the University of Chicago in any written material, whether published or not, when objects in the Tablet Collection of the Oriental Institute of the University of Chicago has been consulted as a source of information. In cases of published material, the researcher agrees to notify the Tablet Collection Curator of the appearance of the publication.
6. Written permission to publish objects from the Tablet Collection of the Oriental Institute of the University of Chicago must be requested in writing from the Tablet Collection Curator and obtained prior to publication. In granting permission to publish materials from the Tablet Collection, the Oriental Institute of the University of Chicago does not forfeit its own right to publish the same material or to permit others to publish it. Exclusive first-rights to examine or to publish previously unpublished materials in the Tablet Collection of the Oriental Institute of the University of Chicago may be granted to designated researchers at the discretion of the authorities of the Oriental Institute of the University of Chicago, who reserve the right to re-assign those first-rights when publication deadlines or other stipulated terms have not been met.



1155 E. 58th St.
Chicago, IL
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7. Requests to publish photographs of objects in the Tablet Collection of the Oriental Institute will be directed to the Tablet Collection Curator.
8. The researcher agrees, as a courtesy in return for permission to publish materials in the Tablet Collection of the Oriental Institute of the University of Chicago to inform the Tablet Collection Curator in writing when a publication which cites or is based upon materials in the Tablet Collection of the Oriental Institute of the University of Chicago appears in print. The researcher agrees to give two complimentary copy of the publication(s) to the Tablet Room Curator of the Oriental Institute of the University of Chicago, except in those cases when to do so would result in a clear financial hardship for the researcher.



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Oriental Institute Tablet Collection: Research Request Form

The Oriental Institute encourages the use of its tablet collection for research purposes. To request a research visit, please complete the following form and submit it to Susanne Paulus, Tablet Collection Curator, by email (paulus@uchicago.edu).

Name: _____

Institutional Affiliation: _____

Address: _____

Phone: _____

Email: _____

Preferred Dates for Research Visit: _____

Area of Research (including list of tablets; registration numbers can be found through our online collections search at oi-idb.uchicago.edu): _____

Reason for Request: _____

Please select one:

Study Only

Permission to Publish

Possible Request for Permit to Publish

Your signature below indicates that you have read and agreed to abide by the terms and provisions of the attached Researcher's Guidelines for use of materials from the Tablet Collection of the Oriental Institute Museum of the University of Chicago:

Signature: _____ Date: _____

Authorized for the Oriental Institute Museum of the University of Chicago by:

Name: _____ Signature: _____ Date: _____