



THE ORIENTAL INSTITUTE

1155 East 58th Street
Chicago, Illinois 60637

Oriental Institute Museum Archives Research Request Form

The Oriental Institute Museum encourages the use of its archives for research purposes. To request a research visit, please complete the following form and submit it to Anne Flannery, Museum Archivist, by email (asflanne@uchicago.edu). Requests must be submitted **at least four (4) weeks** in advance of the desired dates for a research visit that involves access to the collections.

Name: _____

Institutional Affiliation: _____

Address: _____

Phone: _____

Email: _____

Preferred Dates for Research Visit: _____

Area of Research (Museum Archives Collections to study): _____

Reason for Request: _____

Your signature below indicates that you have read and agreed to abide by the terms and provisions of the attached **Researcher Guidelines** for use of materials in the Museum Archives of the Oriental Institute of the University of Chicago:

Signature: _____ Date: _____

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

Name: _____ Signature: _____ Date: _____



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Oriental Institute Museum Archives Researcher Guidelines

1. The Museum Archives of the Oriental Institute of the University of Chicago is administered by the Museum Archivist. Researchers should apply for permission to examine materials in the Museum Archives using the Oriental Institute Museum Archives Research Request Form at least 4 weeks in advance, and an appointment must be scheduled with the Museum Archivist. Researchers may be required to furnish satisfactory identification to the Museum Archivist.
2. Access to the holdings of the Museum Archives 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 Museum Archives.
3. Researchers agree to abide by the following rules when accessing the Museum Archives materials:
 - Museum Archives materials may be examined only in areas designated for such use by the Museum Archivist.
 - Under no circumstances may Museum Archives materials be removed from the Oriental Institute building by a researcher.
 - No smoking, eating, drinking, or gum chewing is permitted while using Museum Archives materials.
 - Handwritten notes may be taken in soft pencil only. No other writing implements are permitted. Note paper must be placed directly on the writing surface provided, and not on any Museum Archives materials which are being examined. Laptops and tablets can be used for note taking.
 - Personal items and other extraneous paraphernalia, excluding laptops and tablets, must be kept away from Museum Archives materials and stored or placed in an area designated by the Museum Archivist for that purpose and will not be permitted in the designated examination area.
 - The researcher may not bring guests in the Museum Archives or office(s) without prior permission. Authorized guests are the responsibility of the researcher and are subject to the same terms and provisions of the Researcher Guidelines agreed upon by the researcher.
 - Posting of selfies of the researcher in the Museum Archives and/or photographs of Museum Archives materials to social media or any other online platform is strictly forbidden.

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

4. Copying of materials in the Museum Archives is subject to the following conditions:
 - Restricted materials may not be copied.
 - Photography by the researcher FOR RESEARCH PURPOSES ONLY is possible with permission of the Museum Archivist.
 - Researchers are responsible for supplying their own equipment (i.e., cameras, etc.).
 - Photocopying and scanning may be done only by the staff of the Oriental Institute.
 - Costs incurred by the Oriental Institute for any type of copying of Museum Archives materials, including documents, plans, drawings, photographs, etc., are the responsibility of the researcher, and all intermediate materials generated by the copying process, such as negatives, become the property of the Oriental Institute of the University of Chicago.



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- All costs must be paid by the researcher before copies will be turned over to the researcher. Prices will be quoted upon request.
- Duplication may be refused or deferred at the discretion of the Museum Archivist.

The researcher agrees that copies of materials in the Museum Archives of the Oriental Institute of the University of Chicago will not be re-duplicated without the prior written permission of the Museum Archivist, subject to conditions stipulated by the terms of the permission.

5. The researcher agrees to credit the Oriental Institute of the University of Chicago in any written material, whether published or not, when the Museum Archives of the Oriental Institute of the University of Chicago have been consulted as a source of information.
6. Written permission to publish any document, record, or portion thereof from the Museum Archives of the Oriental Institute of the University of Chicago must be requested in writing from the Museum Archivist and obtained prior to publication. Theses and dissertations are subject to the permission procedure and requirement, although they are generally considered to be in a separate category from publications. In granting permission to publish materials from its Museum Archives, 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 Museum Archives 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.
7. Requests to publish photographs from the Museum Archives of the Oriental Institute should be directed to the Museum Office, which handles photo requests and permissions for publication (oi-museum@uchicago.edu). Requests to publish photographs of materials from the Museum Archives taken by the researcher should also be directed to the Museum Office.
8. When permission to publish material from the Museum Archives of the Oriental Institute of the University of Chicago has been granted, the researcher agrees to credit the Oriental Institute of the University of Chicago using the credit line "Courtesy of the Oriental Institute of the University of Chicago." Failure to credit the Oriental Institute of the University of Chicago may result in the pursuit of such remedies, legal and otherwise, which are available to the Institute. In this connection, the researcher should note that Title 17 of the United States Code, which pertains to Copyright Law, was revised in 1978. Under certain circumstances, the owners of unpublished manuscripts and other materials may be protected from copyright infringement. The researcher is advised that the publication of unpublished materials without the express permission of the owner(s) may constitute violation of the Copyright Laws of the United States of America, and the copyright laws of such other countries as may participate in international copyright agreements.
9. The researcher agrees, as a courtesy in return for permission to publish materials in the Museum Archives of the Oriental Institute of the University of Chicago to inform the Museum Archivist in writing when a publication which cites or is based upon materials in the Museum Archives of the Oriental Institute of the University of Chicago appears in print. The researcher agrees to give one (1) complimentary copy of the publication(s) to the Museum Office 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.