



Atwood Resource Center
Researcher Guidelines

Name (please print):

Title and Institution (if applicable):

Tel. No.:

E-mail:

Address:

Topic(s) of research:

Welcome to the Atwood Alaska Resource Center at the Anchorage Museum. We encourage you to research and explore our collections. Due to the unique and valuable nature of the materials housed in this department, we do ask that you abide by the following guidelines:

CIRCULATION AND HANDLING:

- Collection materials do not circulate and so cannot be checked out.
- Retrieval request slips must be completed and submitted to the Reference Desk for collection material not available in the general stacks. Material will be retrieved as staff time allows.
- Care must be exercised in handling collection materials; items must not be marked, folded, leaned upon, paper clipped, or otherwise handled in a manner which could cause damage. Only pencil may be used to take notes when handling collection materials.
- Photographs may not be removed from sleeves and all archival material must be retained in their current order.
- Rare books, diaries, journals, and other bound materials may require book supports and/or gloves. Reference staff will provide orientation to the required precautions when the material is retrieved.
- All material must be returned to the Reference Desk no later than 1:45pm. At this time any desired photocopy requests must also be completed. If you are returning the following business day to continue utilizing the same material please let reference staff know; arrangements may be made to hold materials for immediate use.
- The use of some photographs may be restricted or limited by copyright. Please consult the Archivist if you are planning to order an image for publication. Researchers using photographs for publication should familiarize themselves with the subject and restrictions of copyright (literary property rights) and libel. Transfer of copyright by a donor(s) encompasses only those items to which he/she/they have legal title.
- Researchers using photographs for papers, dissertations and publications, must credit the Anchorage Museum, in a caption or citation, as the source repository. The citation or caption must include the item's identification number, or, if unavailable, name of the repository collection.

- The researcher agrees not to place any materials copied for or by him/her at the Anchorage Museum in any other library, archives, or manuscripts repository.

RESEARCHER POLICY

Research Room Rules & Regulations

These regulations are not intended to be a burden on the researcher, but instead are to be viewed as an instrument by which we protect and preserve the Museum's collection for future researchers.

- Researchers are required to sign the Visitor Registration Log and complete a registration form. Valid identification must be provided prior to use of collection materials. Cell phones are not permitted.
- No materials may be removed from the Resource Center Reading Room.
- The general stacks are usually open for researchers to browse; research in the Archives is not self-service. Research Room staff is on hand to retrieve materials.
- Pencils only! The use of pens, Post-it notes, metal paper clips, staples, rubber bands, tape, and other adhesives is prohibited.
- Food and beverages are prohibited.
- Researchers may be required to wear cotton gloves while handling certain materials. These are provided by the Resource Center staff.
- Researchers are asked to take the utmost care with the materials:
 - Do not change the order of documents within folders or boxes.
 - Do not inflict stress on the bindings of books or other publications.
 - Do not trace, fold, lean on, or otherwise handle materials in any way that may damage them.
- The Archives reserves the right to inspect all research material and all personal articles before a patron leaves the area.
- Reproductions of materials are done by the Resource Center staff at the researcher's expense when the condition of the originals will permit such reproduction. The Resource Center retains the right to limit the number of photocopies made for any one researcher, either in total or from any one given collection.
- The researcher is responsible to obtain any necessary copyright permission. *Note: Permission to reproduce does not constitute permission to publish.*

My signature is my assurance that I agree to abide by the above guidelines and any and all restrictions on collection materials.

Name (please print): _____

Signature: _____ Date: _____