

Rothko Chapel

Archives Guest Registration Form

Consultation of Rothko Chapel Archive materials and research is available by appointment only. All researchers must fill out a registration form to request a consultation. Permission to examine archival materials is granted after the form is completed, signed, and submitted.

Date(s) of Requested Visit: _____

PERMISSION REQUESTED BY

Researcher Name: _____

Title: _____

Institution: _____

Department: _____

Address: _____

Telephone (office): _____ (cell): _____

Email: _____

Please check appropriate classification:

Undergraduate Graduate Faculty Professional Staff Other: _____

RESEARCH/PROJECT INFORMATION

Focus of Research: _____

Information Needed: _____

Anticipated use of archive material or research (i.e.: course project, article, book, etc.):

Estimated Date of Project Completion and/or Presentation: _____

GUIDELINES FOR ARCHIVES USE: Please initial here to accept: _____

- Archives staff must be present when researchers are accessing materials.
- All briefcases, purses, coats, and personal articles should be placed away from the work table.
- The storage area containing archival files and boxes is not accessible to the public for browsing or retrieving materials. Archival staff will bring relevant materials to the visitor.
- The visitor is responsible for safeguarding and return of any archival materials used.
- Visitors must not remove materials from the workspace. Only one box may be open at a time.
- Use of pens is prohibited. Pencils will be provided if necessary.
- Archival materials must be handled with care. Do not fold, write over them, place anything on top of them, or moisten fingers during work.
- Computers may be used in the workspace.
- Eating, drinking, and smoking are prohibited in the work area. Bottles of water are allowed as long as they are kept physically separate from archive materials, and are kept closed when not drinking.
- The staff reserves the right to inspect and research materials and all personal items before a visitor leaves the work area.

REPRODUCTION AND USAGE: Please initial here to accept: _____

- Phone cameras without flash may be used with permission, for personal reference copies of non-copyrighted materials.
- Rothko Chapel staff members will inform the visitor if the archival material may be photocopied. Only staff may use the photocopy machine. Photocopies will be stamped with the Rothko Archives stamp. Electronic copies of scanned materials may also be provided, subject to the same restrictions.
- Photocopies may not be used for any purpose other than private study, reference, or research unless express written permission is obtained separately. This includes duplication and/or publishing of the materials.
- If you wish to reproduce archive materials in your publication, a Rothko Chapel staff member will provide you with a separate Rights and Reproductions request form.

AGREEMENT TERMS

By signing, I understand that I have permission to examine materials from the Rothko Chapel Archives for the research purposes disclosed above only. Permission to reproduce archive materials must be obtained separately. I will provide a complimentary copy of the finished product to be filed in the Rothko Chapel Archives upon completion. If I would like to use the material in a different way than originally intended (images, etc.), I will submit a new application for Rights and Reproduction.

Signature

Date